EBS Contractor Bidding User Manual

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Overview

General Information

The South Dakota Department of Transportation (SDDOT) *Electronic Bid System - Bidding Program* is used for bid preparation and bid submission. Prime Bidders for a South Dakota Department of Transportation project will use this program to prepare and submit their bid. The Electronic Bid System (EBS) can be downloaded from the SDDOT Website and installed on a PC or laptop of Prime Bidders. It may also be used by those not bidding prime (subcontractors, DBE's or suppliers) to see the bid items and prepare quotes for Prime Bidders.

Software:

The Electronic Bid System performs all arithmetic, automatically calculates price times quantity extensions, subtotals by project detail and totals the bid. The program will check for an incomplete bid (failure to bid all required items) and it will not allow the contractor to bid more than one opposing alternate. For items that have fixed unit bid prices, the program will not allow the price to be edited.

The Bidding Contractor initially installs the Electronic Bid System on their computer following the instructions in the Download and Installation section of this document. The instructions are also found on the SDDOT Website. The SDDOT Website will always have the most current version of the installation instructions. It is important to note that the program must not be installed on a server because of licensing restrictions.

Project Items:

After installation of the Electronic Bid System on the Bidder's computer, the Bidder may then go to the SDDOT Website to download a project item data file for any project open for bid. The project item data file contains the items, quantities, and project information for bidding of the project. The Bidder will then be able to open the downloaded project data file to prepare and submit a bid from their computer using the Electronic Bid System.

Certified DBE Contractors:

Some projects may require a Disadvantaged Business Enterprise (DBE) Commitment to be included with the bid and will have a DBE goal assigned to the project. A data file of currently certified DBE contractors is available on SDDOT's website which can be downloaded into the Electronic Bid System for use in preparing the required DBE Commitment and/or Good Faith effort documentation.

If you intend to sublet project items, the software will assist you in the preparation of the required documentation to be submitted with your bid.

Bid Submission:

The Electronic Bid System will create an encrypted bid file that can be digitally signed and submitted to an independent third party data repository via a secure Internet connection. The bid information electronically submitted to the USERTrust data repository, the bid in the data repository is the legally binding version.

System Requirements

The minimum recommended requirements to run the Electronic Bid System are:

Hardware: Pentium Processor with 32 MB of RAM
Printer

Software: Windows XP
Internet connection
Web browser

Requirements for electronic bid submission:

Authenticated Digital certificate issued by USERTrust, Inc.
Access to the USERTrust data repository
Internet Explorer Version 5.1 or higher

NOTE: Internet Explorer version 5.1 or later is required to access the USERTrust bid data repository.

It is desirable to have E-mail software (e.g., Outlook, Outlook Express), but not a requirement. As you submit a bid electronically, messages will be presented to you. The messages will also be duplicated in an email from USERTrust and sent to the Email address from your Digital Certificate application. It is your responsibility to notify USERTrust if you change your email address.

Who to Contact

If you have any questions or problems, please contact the following resources:

1. Technical and Installation problems or questions with the EBS software:
   Contact the SDDOT Operations Support Office at (605) 773-3184
   Email Address: paul.knofczynski@state.sd.us or deni.bailey@state.sd.us

2. Questions about the DBE Directory, DBE Commitment, Good Faith Effort Documentation or Intend to Sublet Documentation:
   Contact the SDDOT Operations Support Office at (605) 773-3184
   Website: http://www.sddot.com/pe/projdev/bidlet.asp

3. Digital Certificate problems or questions:
   Contact the SDDOT Operations Support Office at (605) 773-3184
   Email Address: paul.knofczynski@state.sd.us or deni.bailey@state.sd.us

   Contact **USERTrust, Inc.,** 265 East 100 South, Salt Lake City, UT 84111
   (801) 363-9748
   Email Address: support@usertrust.com

4. Electronic Bid Submission problems or access to the Bid Repository
   Contact **USERTrust, Inc.,** 265 East 100 South, Salt Lake City, UT 84111
   (801) 363-9748
   Email Address: support@USERTrust.com
   Website: http://sddot.uservault.com

5. All other problems or questions with the EBS software:
   Contact the SDDOT Operations Support Office at (605) 773-3184
   Email Address: bradley.remmich@state.sd.us or deni.bailey@state.sd.us
   Website: http://www.sddot.com/pe/projdev/bidlet.asp

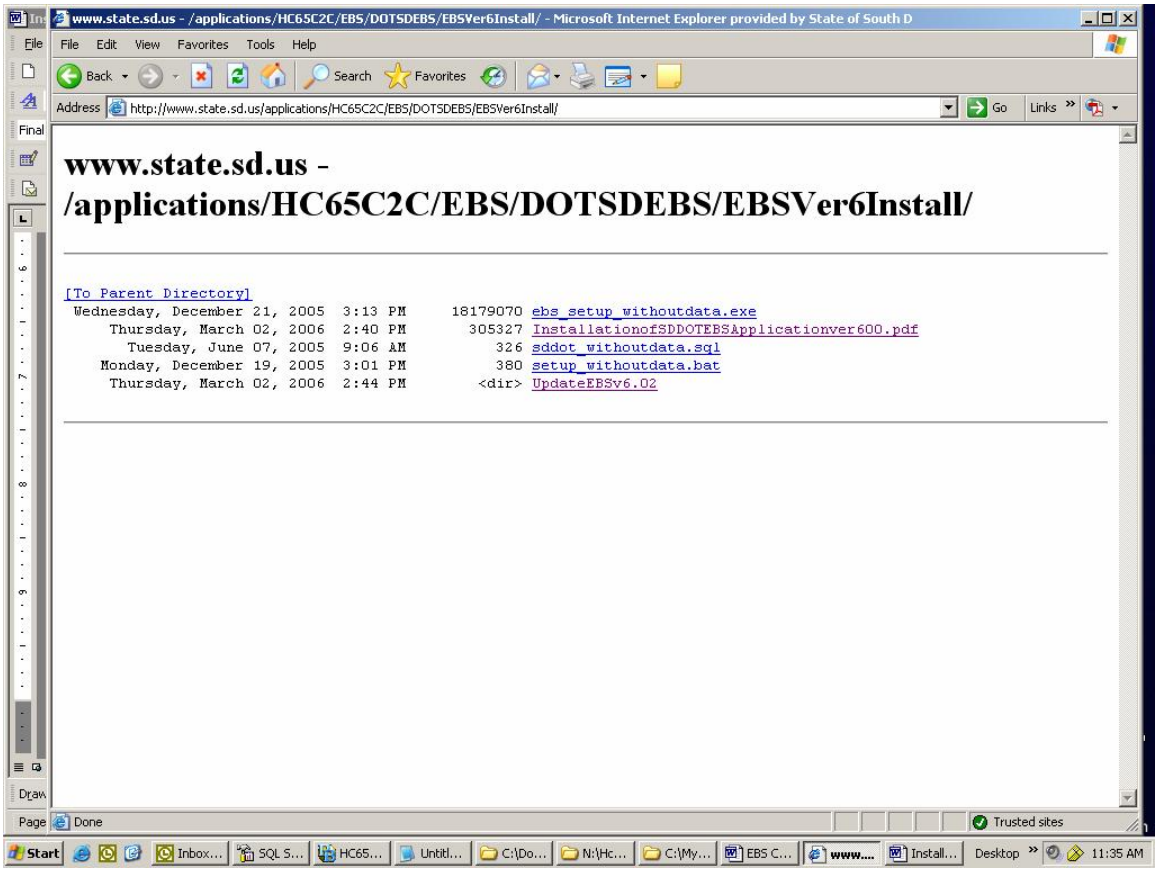
Installation Of SDDOT Electronic Bidding System Version 6.00

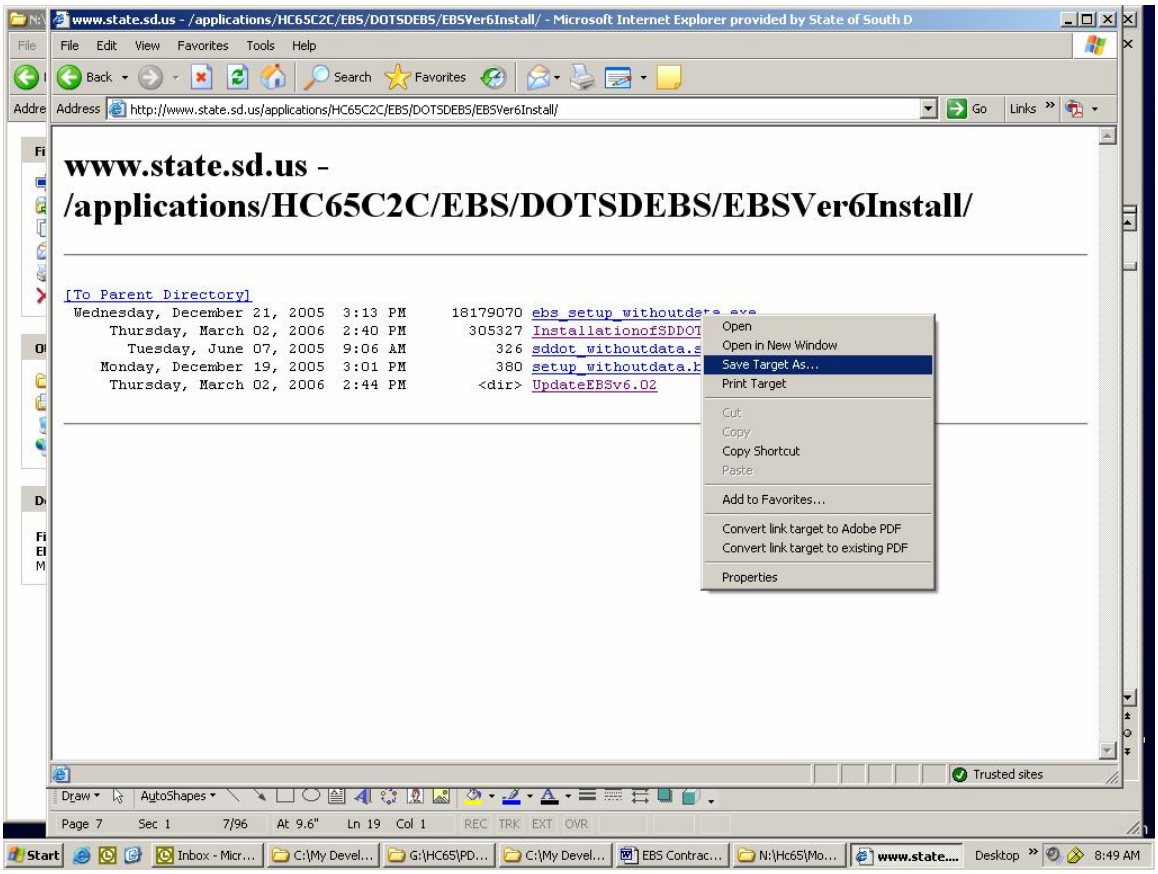
DO NOT DELETE ANY FILES

Download and Install version 6.00

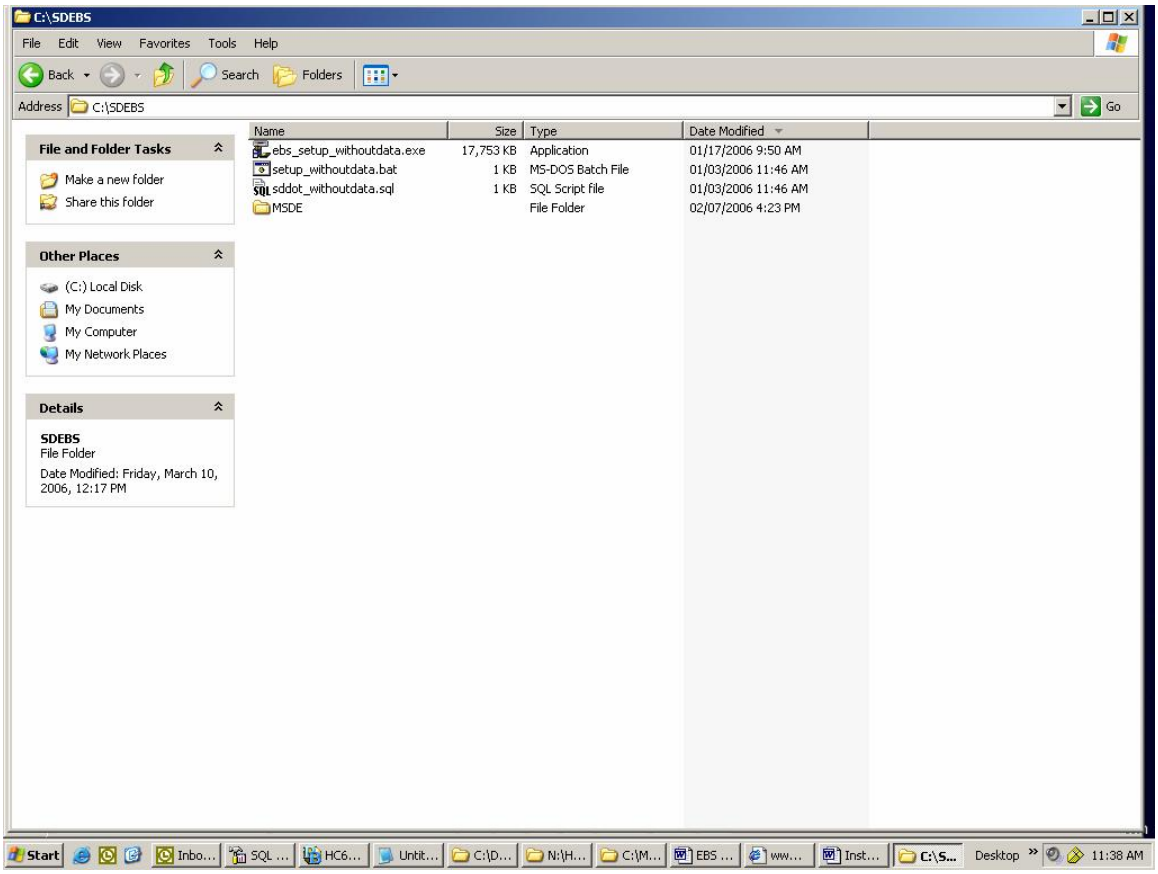
The SDDOT *Electronic Bid System - Bidding Program* (EBS software) can be downloaded from the SDDOT Construction Website and installed on your system's hard drive.

1. Create folder to contain downloaded application files. (ie. C:\SDEBS\)
2. Copy the files: ebs_setup_withoutdata.exe, sddot_withoutdata.sql, and setup_withoutdata.bat from http://www.state.sd.us/applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/ to folder created on C:\ drive. To copy files, place cursor over file, Right Click and choose Save Target as. Save into the folder created in step 1.

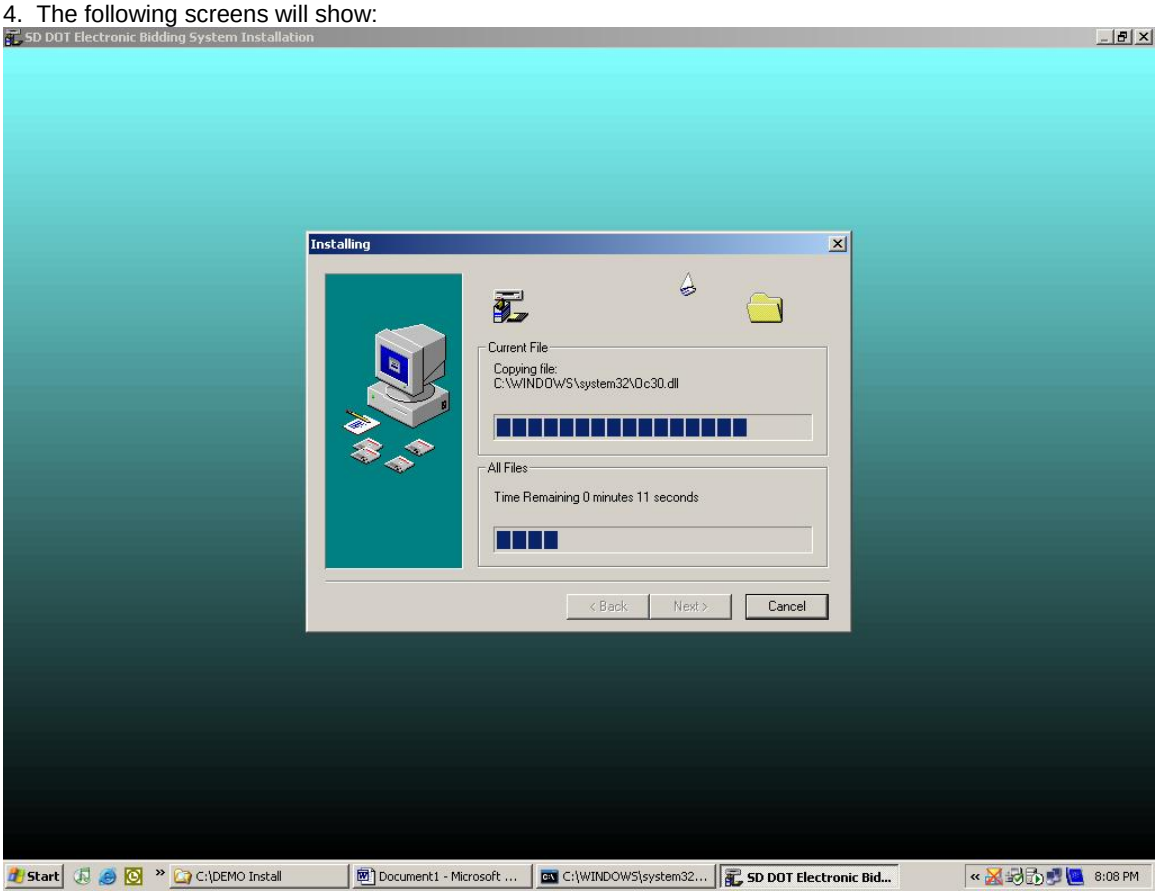

www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/ - Microsoft Internet Explorer provided by State of South D
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/
Go Links
www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/
[To Parent Directory]
Wednesday, December 21, 2005 3:13 PM 18179070 ebs_setup_withoutdata.exe
Thursday, March 02, 2006 2:40 PM 305327 InstallationofSDDOTEBSApplicationver600.pdf
Tuesday, June 07, 2005 9:06 AM 326 sddot_withoutdata.sql
Monday, December 19, 2005 3:01 PM 380 setup_withoutdata.bat
Thursday, March 02, 2006 2:44 PM <dir> UpdateEBSv6.02
Done
Trusted sites
Start
11:35 AM

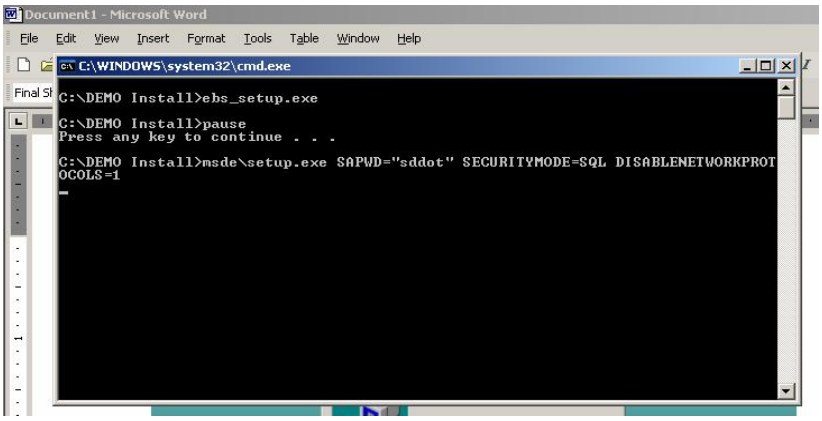

www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/ - Microsoft Internet Explorer provided by State of South D
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/
Go Links
www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/
[To Parent Directory]
Wednesday, December 21, 2005 3:13 PM 18179070 ebs_setup_withoutdata.exe
Thursday, March 02, 2006 2:40 PM 305327 InstallationofSDDOT
Tuesday, June 07, 2005 9:06 AM 326 sddot_withoutdata.s
Monday, December 19, 2005 3:01 PM 380 setup_withoutdata.b
Thursday, March 02, 2006 2:44 PM <dir> UpdateEBSv6.02
Open
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Convert link target to Adobe PDF
Convert link target to existing PDF
Properties
Trusted sites
Draw AutoShapes
Page 7 Sec 1 7/96 At 9.6" Ln 19 Col 1 REC TRK EXT OVR
Start Inbox - Micr... C:\My Devel... G:\HC65\PD... C:\My Devel... EBS Contrac... N:\Hc65\Mo... www.state.... Desktop 8:49 AM

3. Copy the MSDE folder from ftp://ftp.state.sd.us/DOT/DOTSDEBS/EBSVer6Install/ to folder. To do this, right click on the MSDE folder, select the menu option 'Copy to Folder'. In the Save In dropdown box, select the C:\SDEBS folder. Then Save. **NOTE: If your SDEBS folder already contains a MSDE folder, then you may skip downloading the MSDE folder.**
4. Find the folder on your local disk where the files are saved. Open that folder. Double click or Run the file **setup_withoutdata.bat** to install the application

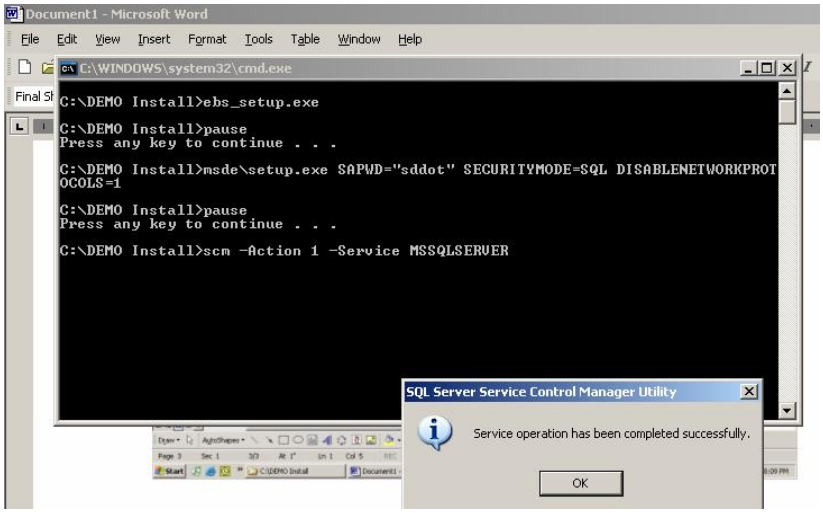


4. The following screens will show:

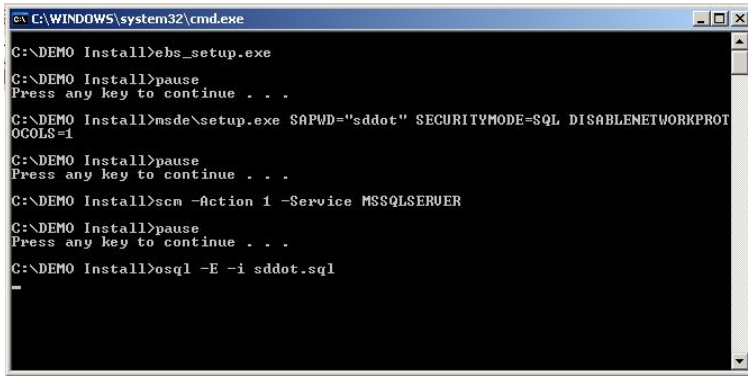



Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
C:\WINDOWS\system32\cmd.exe
C:\DEMO Install>ebs_setup.exe
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>msde\setup.exe SAPWD="sddot" SECURITYMODE=SQL DISABLENETWORKPROT
OCOLS=1

5. This screen sets up the database.


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
C:\WINDOWS\system32\cmd.exe
C:\DEMO Install>ebs_setup.exe
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>msde\setup.exe SAPWD="sddot" SECURITYMODE=SQL DISABLENETWORKPROT
OCOLS=1
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>scm -Action 1 -Service MSSQLSERVER
SQL Server Service Control Manager Utility
Service operation has been completed successfully.
OK

6. Click the okay button, the database service has been started.


C:\WINDOWS\system32\cmd.exe
C:\DEMO Install>ebs_setup.exe
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>msde\setup.exe SAPWD="sddot" SECURITYMODE=SQL DISABLENETWORKPROT
OCOLS=1
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>scm -Action 1 -Service MSSQLSERVER
C:\DEMO Install>pause
Press any key to continue . . .
C:\DEMO Install>osql -E -i sddot.sql

7. The command prompt screen will close when the installation is complete.

Installation Of SDDOT Electronic Bidding System Version 6.XX

DO NOT DELETE ANY FILES

Download and Install version 6.XX (Where XX is the updated version)

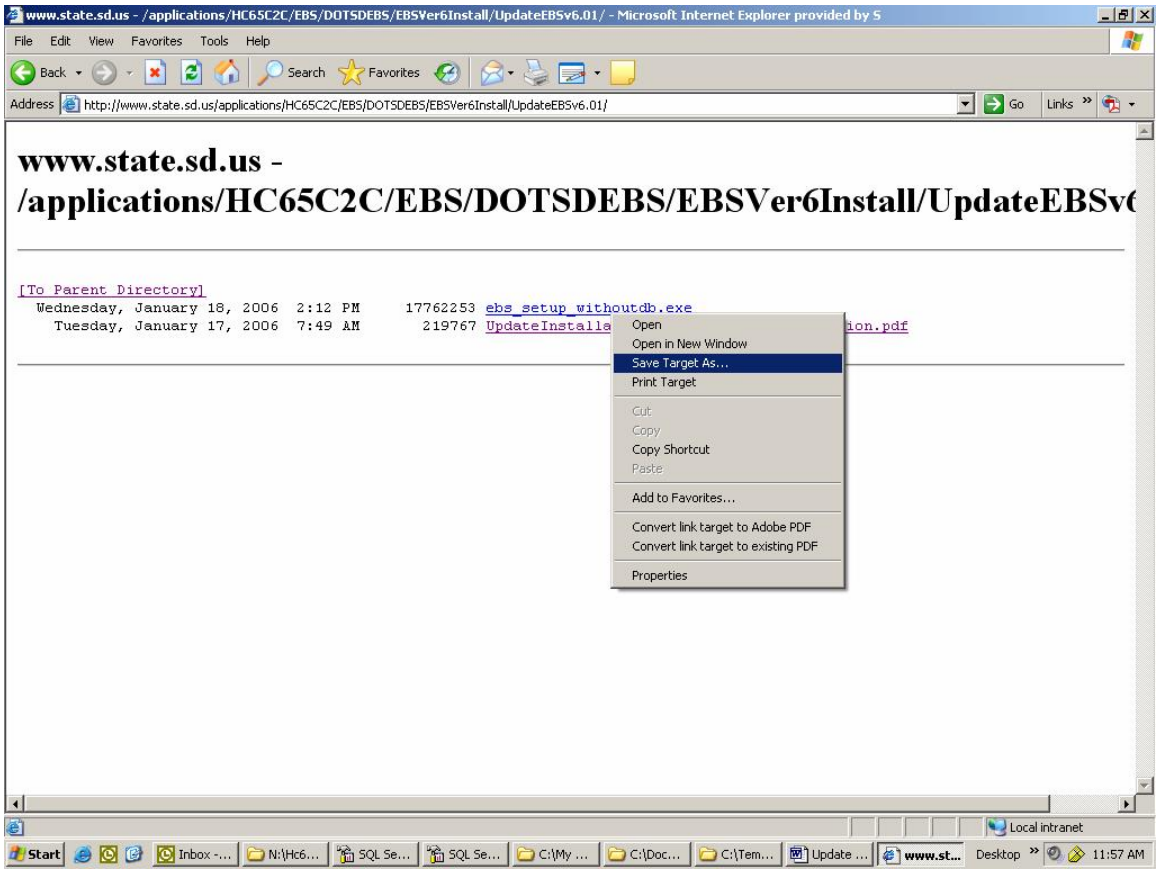
NOTE: If your current version is less than version 6.00, then you will need to install version 6.00 first. Please see EBS Contractor Program - Re-Installation - Full Version 6.00 at

SDDOT / Operations / Bid Letting / EBS Lettings

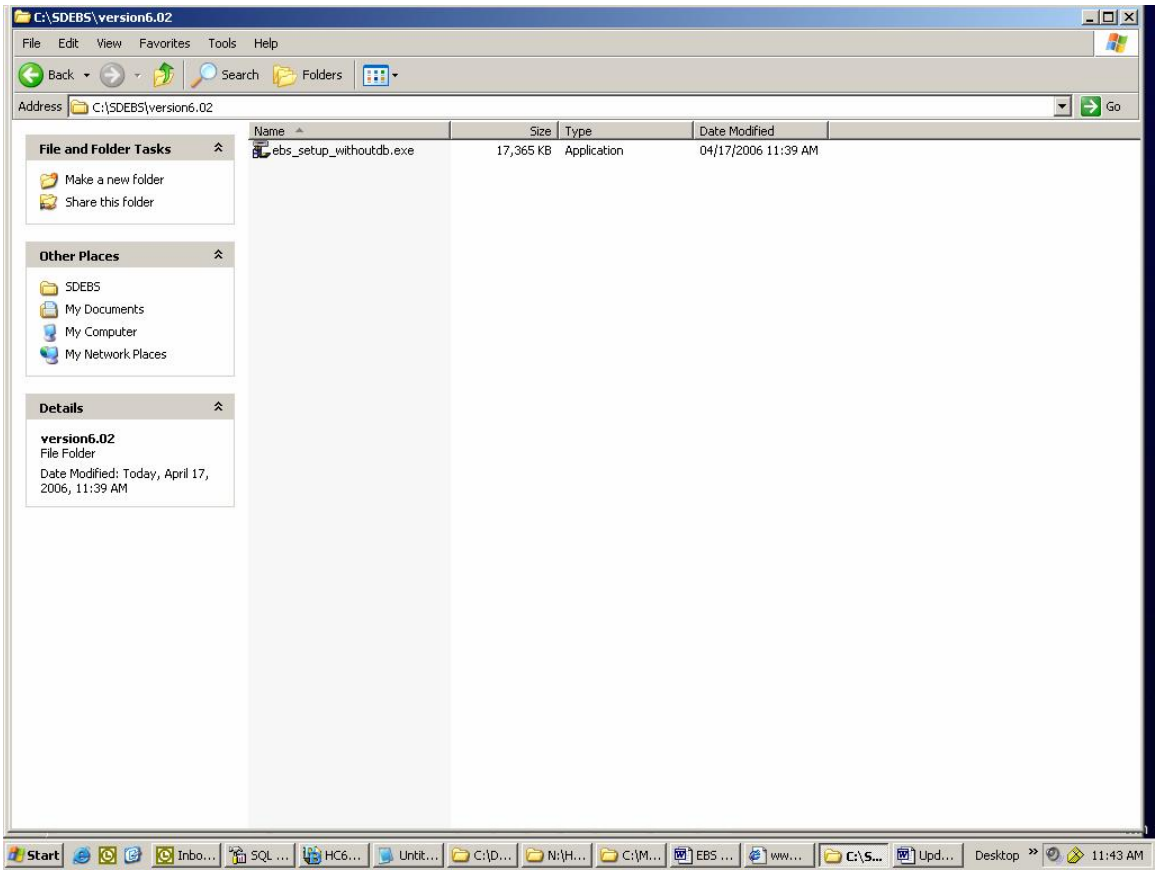
The SDDOT *Electronic Bid System - Bidding Program* (EBS software) can be downloaded from the SDDOT Construction Website and installed on your system's hard drive.

1. Create folder to contain downloaded application files. (ie. C:\SDEBS\vers6.XX) where xx is the current version (ie. C:\SDEBS\vers6.03)
2. Copy the file **ebs_setup_withoutdb.exe** from http://www.state.sd.us/applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/UpdateEBSv6.03/ to folder. To copy, place cursor over file, right click on the file and choose save target as. If you receive a message that the file already exists and it asks if you would like to overwrite the existing file, click the Yes button.

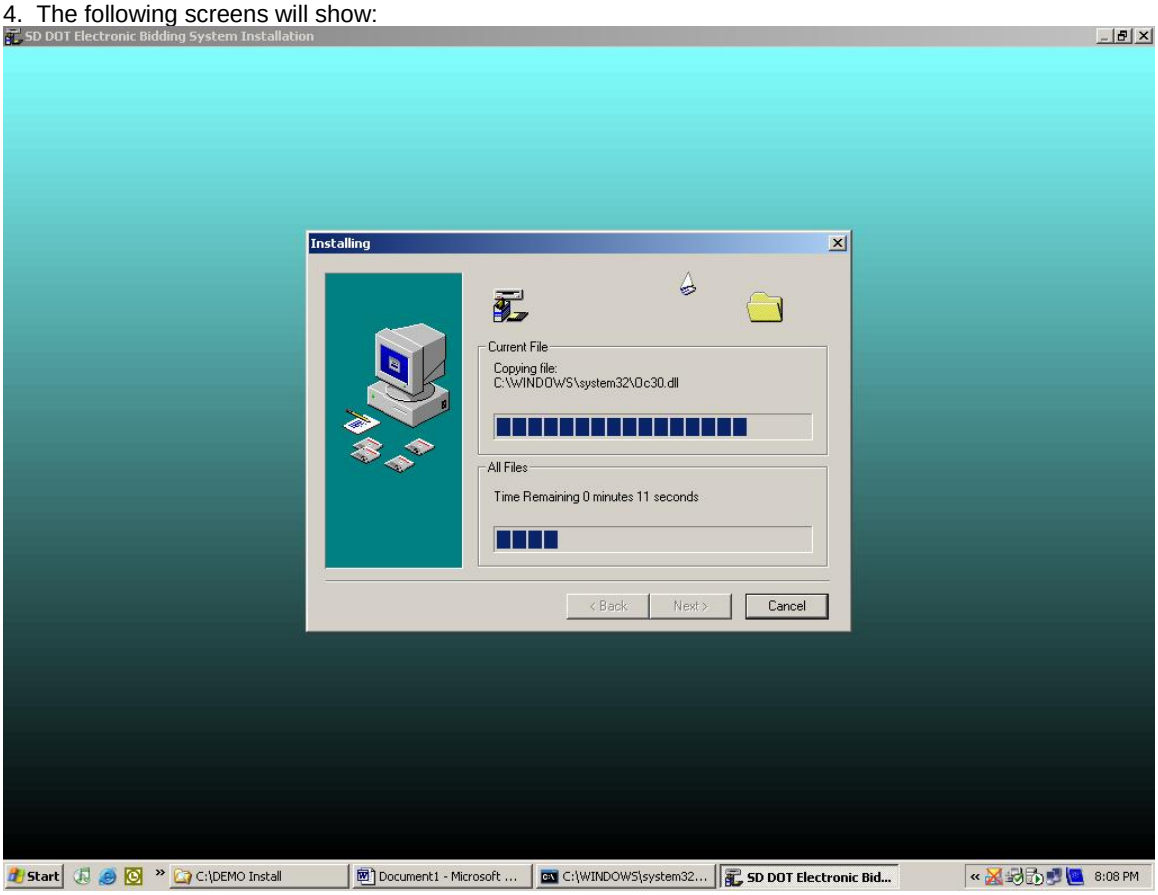
www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/UpdateEBSv6.01/ - Microsoft Internet Explorer provided by S
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/UpdateEBSv6.01/
Go Links
www.state.sd.us - /applications/HC65C2C/EBS/DOTSDEBS/EBSVer6Install/UpdateEBSv
[To Parent Directory]
Wednesday, January 18, 2006 2:12 PM 17762253 ebs_setup_withoutdb.exe
Tuesday, January 17, 2006 7:49 AM 219767 UpdateInstallationofSDDOTEBSv601Application.pdf
Local intranet
Start
11:57 AM



3. Once the file has been copied to your C:\ drive (C:\SDEBS\vers6.03), find the folder where files are saved on your computer, double click or run the file **ebs_setup_withoutdb.exe** to install the application. **If the file ebs_setup_withoutdata.exe is also in this folder, do not double click it.**



4. The following screens will show:



Starting the Program

To run the EBS software, locate the software by going to **Start**, **Programs**, and then selecting **SDDOT Electronic Bidding System Program** or by double-clicking on the EBS icon installed on the desktop.

If a contractor profile has not been previously defined to the EBS software, a 'contractor information is required' message will display. After replying *OK* to the message, your contractor information can be entered in the 'Contractor Information' Window (see the 'Contractor Profile Definition and Use' and 'Contractor Profile Information' sections).

Contractor Profile/Status of Work

Contractor Profile Definition and Use

The Contractor Profile contains information about the bidding contractor that must be included in each bid submitted in order to identify the bidder on an electronic bid file or to print company information on any bid reports printed from the EBS system.

The profile information needs to be entered once and can be modified at any time. Each time a download and install of the EBS software is done, the Contractor Profile information is re-accessed from the data in the installation directory (unless the directory is manually deleted prior to the re-install of the software).

If you have multiple offices preparing bids, use only the company information for the main location in each instance of the Contractor Profile information. Company information maintained by SDDOT is updated with Contractor Profile information each time a bid is submitted.

Some contractors may be incorporated under different names and Federal Tax Ids, but may submit bids from the same central office. To accommodate this case, the contractor can add as many profiles as they require. Each profile, therefore, requires a unique Contractor ID number (see below).

If only one profile is defined to the program, it is automatically associated with all bids created on the system. Contractor Profile associations are made either when the EBS software is started (see the 'Starting the Program' section) or prior to the load of project items into EBS (see the 'Load Project Items' section). The Contractor Profile information is needed to print on the Bid Reports, to be included in bids that are electronically submitted.

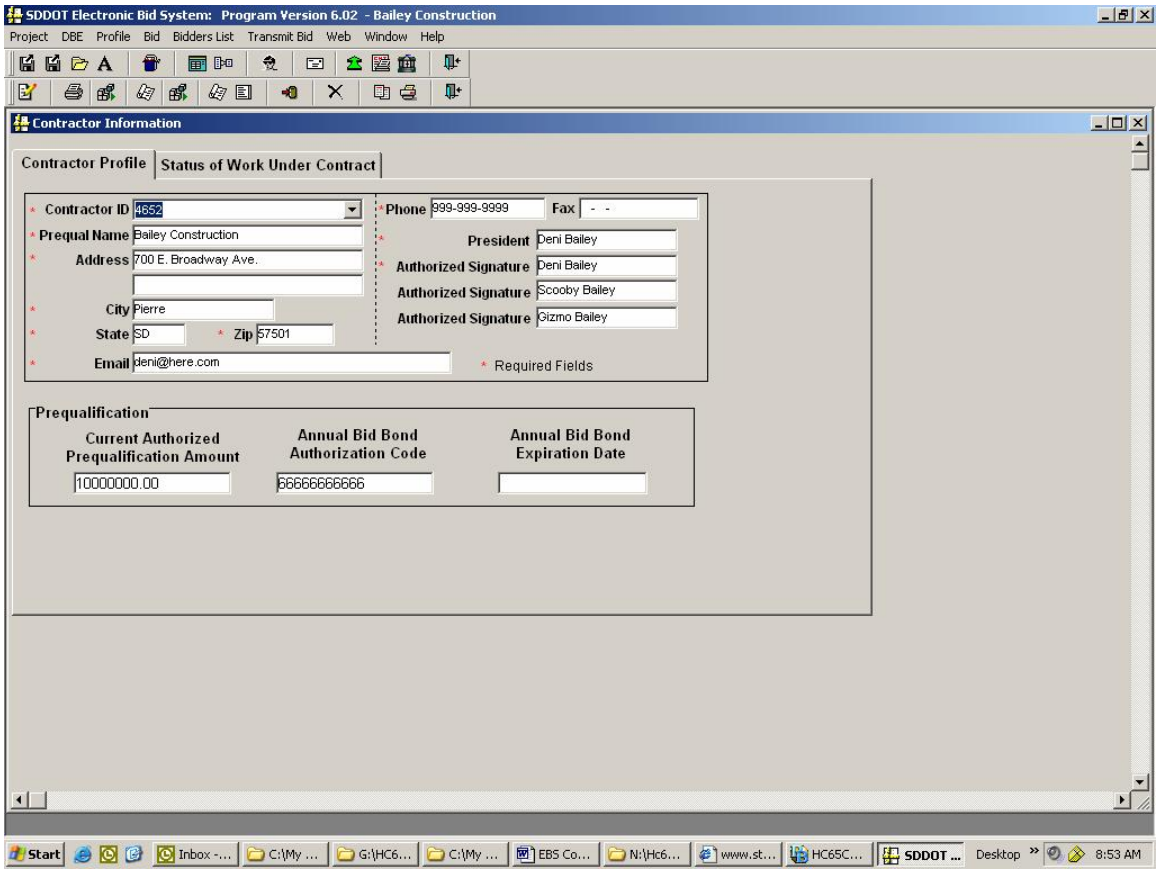
To add or edit a Contractor Profile, see the 'Contractor Profile Information' section.

Contractor Profile Information

To add a Contractor Profile, click on the menu item *Profile*, and then select *Add Profile/Status of Work* from the drop-down list. Once the 'Contractor Profile' Window displays, enter the Contractor ID Number in

the new profile Contractor ID window. This number is assigned by SDDOT and it is imperative that it is obtained from SDDOT and entered correctly into your profile (**NOTE**: **To obtain your contractor id, please contact SDDOT Operations Support office at (605)773-3164. The Operations Support office will send you your id**.). In order to process a bid submitted electronically, the Contractor ID Number in your profile must exactly match your Contractor ID on SDDOT's central database.

To edit or view a Contractor Profile, click on the menu item *Profile*, and then select *Edit Profile/Status of Work* from the drop-down list (or click on the *Edit Profile* icon on the tool bar).



If more than one profile has been entered, you may select the desired profile to view by clicking on the drop-down arrow of the **Contractor ID** listbox window and then selecting the desired profile ID.

The required information on the Contractor Profile tab is the Contractor ID (**Note: The Contractor ID Number must be obtained from SDDOT** and is unique based on the company name**.**), Name (prequalified name – you must be consistent in the use of the prequalified name), Address (street or P.O. Box), City, State, Zip, Phone, President's name and Authorized Signature. If you have an email address, use the email field in your contractor profile to keep your email address current with SDDOT. Each time you submit a bid, profile information included with the bid will update the SDDOT database with the two following exceptions:

(1) Contractor ID – this must match your company ID already on the SDDOT database
(2) Prequalified Name – If you are prequalified, you must contact SDDOT Prequalification office to change your company name. If you are not prequalified, please contact SDDOT Operations Support - Bid Letting Office to change your company name.

Since the Authorized Prequalification amount is needed on the Status of Work Report, there is a field for Current Authorized Prequalification Amount. See the 'Status of Work' section for more information about the Status of Work Under Contract tab.

To submit a bid, the contractor must have a bid bond. On the Contractor Profile tab, there is a box where the contractor may enter an annual bid bond authorization code. **This bond information should be entered only for annual bid bonds. If the contractor is bonding by individual contract, that bond authorization code should be entered on the Transmit Bid window.** The annual bid bond

authorization code the contractor enters on the Contractor Profile tab will automatically be entered in the bond authorization code box on the 'Transmit Bid' window, but this field may be changed if the contractor has a bond for that specific contract. The contractor may also enter an Annual Bid Bond Expiration Date. This date will be for the contractors use as a reminder of when to renew their annual bid bond. This field is not required and is not submitted with the bid.

Save the data by selecting *Save* from the *Project* menu drop-down list or by clicking on the *Save* icon on the tool bar.

Delete a Profile

To delete a Contractor Profile, click on the menu item *Profile*, select the profile to be deleted, and then select *Delete* from the *Project* menu drop-down list or click on the *Delete* icon on the tool bar.

Status of Work

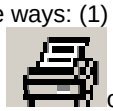
The Status of Work Under Contract information is required to be reported by bidding contractors. The Status of Work Under Contract information can be updated at any time in the 'Contractor Information' Window. This information will be sent along with the bid to SDDOT Project Development office. The contractor will need to update this information as work under contract by the contractor changes.

To add Status of Work Under Contract information, click on the menu item *Profile* and then select *Add Profile/Status of Work* from the drop-down list.

To edit Status of Work Under Contract information, click on the menu item *Profile* and then select *Edit Profile/Status of Work* from the drop-down list.

To add, edit, or delete detail work entries on the 'Status of Work Under Contract' Window, click on the **Status of Work Under Contract** tab. To add an entry, click on the *Insert Row* button. Enter the required information and then save the data. The data is saved by either selecting *Save* from the *Project* menu drop-down list or by clicking on the *Save* icon on the tool bar. If data has been changed and not saved, you will be prompted to save the data prior to exiting from the window. To delete an entry, click on the row to be deleted and then click on the *Delete Row* button.

Status of Work Under Contract Report

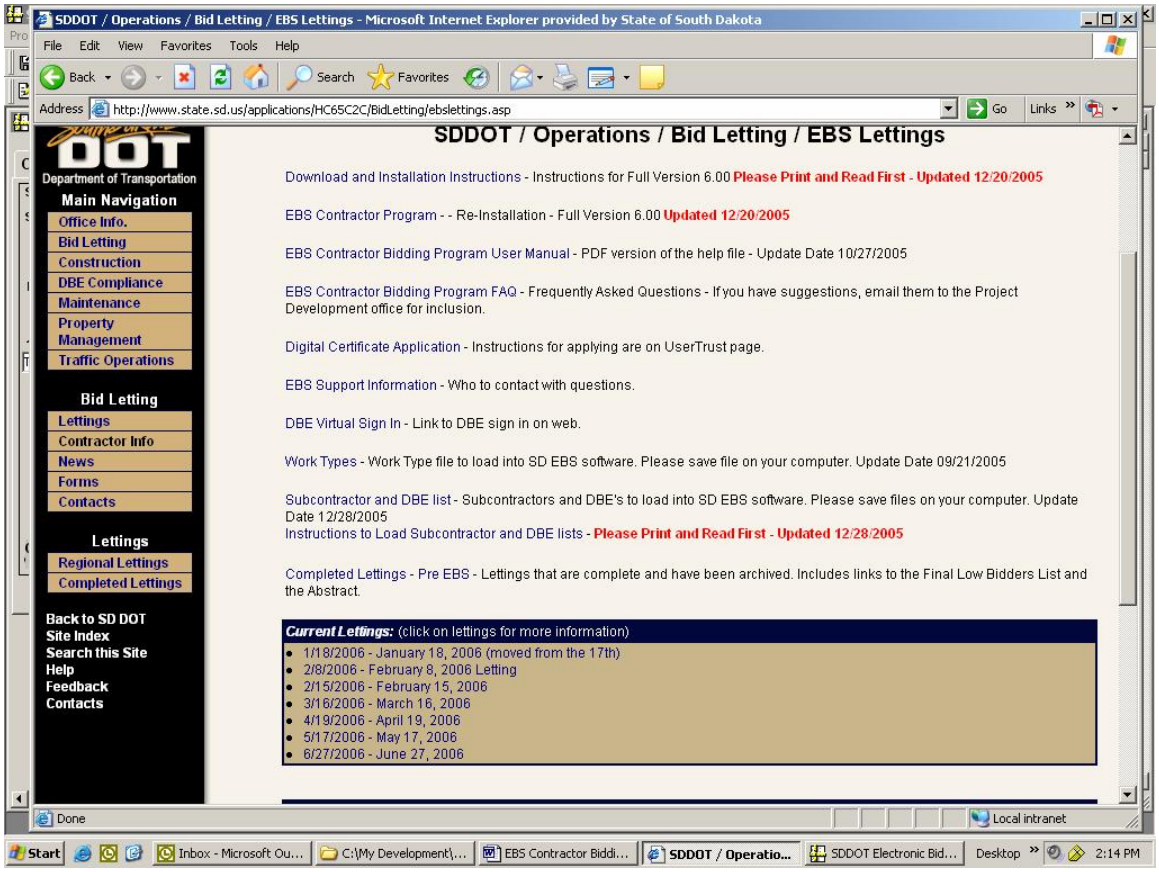
To print the Status of Work Under Contract Report, select *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar) and then click on the *View* button to the right of "Status of Work Under Contract" in the 'Forms Check List for Bid Submission' Window that displays. After viewing the information, you can print in one of three ways: (1) click on the *Print* button in the lower left corner of the view window (2) click on the *Printer* icon  on the tool bar or (3) select *Project* from the menu bar and then *Print* from the drop-down list.

Bid Preparation

Download A Project

Project Files (Bid Item Lists) must be downloaded from the SDDOT EBS Lettings website.
http://www.sddot.com/pe/projdev/bidlet.asp

Once you have clicked the EBS Lettings link, select the letting in which you are interested.


SDDOT / Operations / Bid Letting / EBS Lettings - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp
Go Links
SDDOT / Operations / Bid Letting / EBS Lettings
Download and Installation Instructions - Instructions for Full Version 6.00 Please Print and Read First - Updated 12/20/2005
EBS Contractor Program - - Re-Installation - Full Version 6.00 Updated 12/20/2005
EBS Contractor Bidding Program User Manual - PDF version of the help file - Update Date 10/27/2005
EBS Contractor Bidding Program FAQ - Frequently Asked Questions - If you have suggestions, email them to the Project Development office for inclusion.
Digital Certificate Application - Instructions for applying are on UserTrust page.
EBS Support Information - Who to contact with questions.
DBE Virtual Sign In - Link to DBE sign in on web.
Work Types - Work Type file to load into SD EBS software. Please save file on your computer. Update Date 09/21/2005
Subcontractor and DBE list - Subcontractors and DBE's to load into SD EBS software. Please save files on your computer. Update Date 12/28/2005
Instructions to Load Subcontractor and DBE lists - Please Print and Read First - Updated 12/28/2005
Completed Lettings - Pre EBS - Lettings that are complete and have been archived. Includes links to the Final Low Bidders List and the Abstract.
Current Lettings: (click on lettings for more information)
1/18/2006 - January 18, 2006 (moved from the 17th)
2/8/2006 - February 8, 2006 Letting
2/15/2006 - February 15, 2006
3/16/2006 - March 16, 2006
4/19/2006 - April 19, 2006
5/17/2006 - May 17, 2006
6/27/2006 - June 27, 2006
Department of Transportation
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DBE Compliance
Maintenance
Property Management
Traffic Operations
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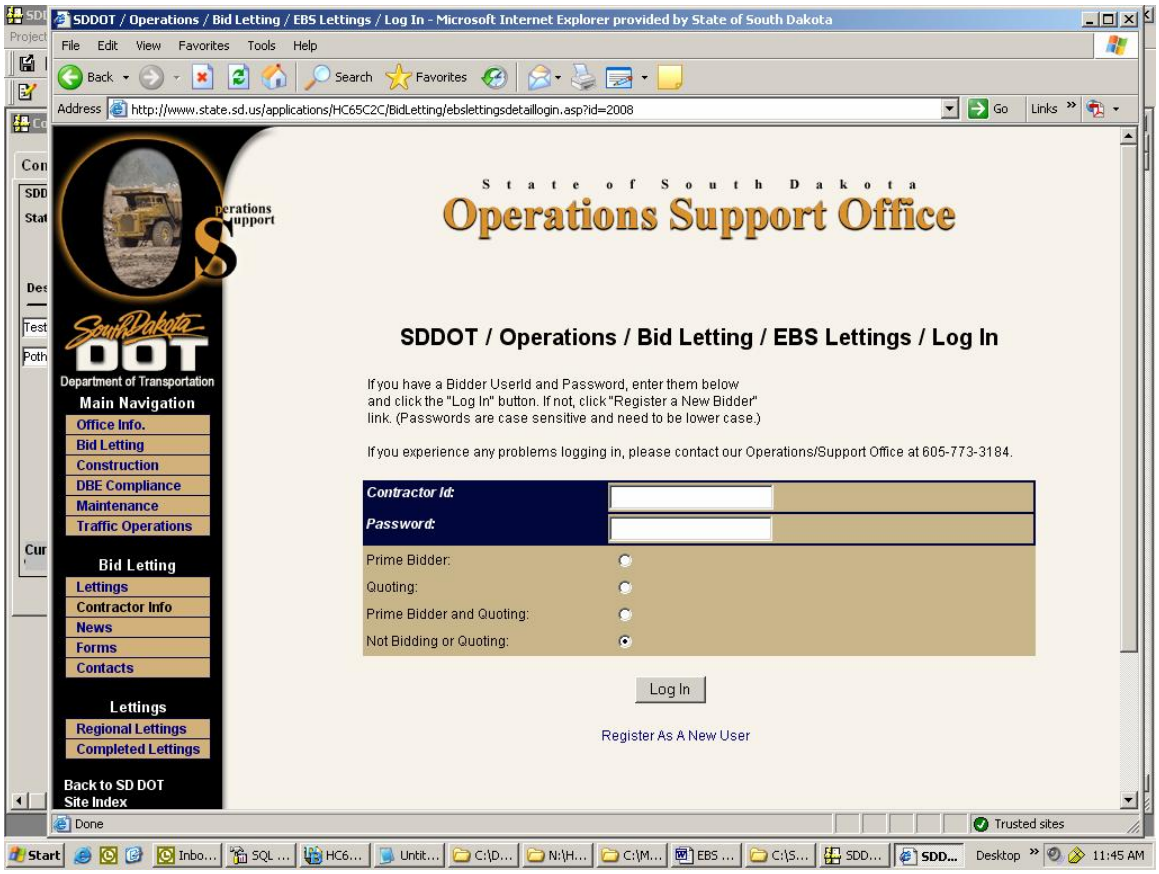
Lettings
Regional Lettings
Completed Lettings
Back to SD DOT
Site Index
Search this Site
Help
Feedback
Contacts
Done
Local intranet
Start
Inbox - Microsoft Ou...
C:\My Development\...
EBS Contractor Biddi...
SDDOT / Operatio...
SDDOT Electronic Bid...
Desktop
2:14 PM

The following screen will show

This page shows the item number, project number, type of work and other information. The Work Type is the prequalified work type of the project. The plan holder list link will show you who is planning to be a prime bidder, quoting, prime bidder and quoting or not bidding or quoting . The Special Provisions link is a .pdf file of any special provisions for that project. All sections of plans are then listed. The plan sets are in .pdf format and will be available for download and printing by the contractor. Printed plans will no longer be available by SDDOT. The only printed plans will be ten copies of the plans for the Contractor who is awarded the bid.

To download the bid item files (for use with the SDDOT EBS application, click the Log In link next to each item.


SDDOT / Operations / Bid Letting / EBS Lettings / Log In - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingsdetaillogin.asp?id=2008
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Log In
If you have a Bidder UserId and Password, enter them below and click the "Log In" button. If not, click "Register a New Bidder" link. (Passwords are case sensitive and need to be lower case.)
If you experience any problems logging in, please contact our Operations/Support Office at 605-773-3184.
Contractor Id:
Password:
Prime Bidder:
Quoting:
Prime Bidder and Quoting:
Not Bidding or Quoting:
Log In
Register As A New User
Department of Transportation
Main Navigation
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DBE Compliance
Maintenance
Traffic Operations
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Regional Lettings
Completed Lettings
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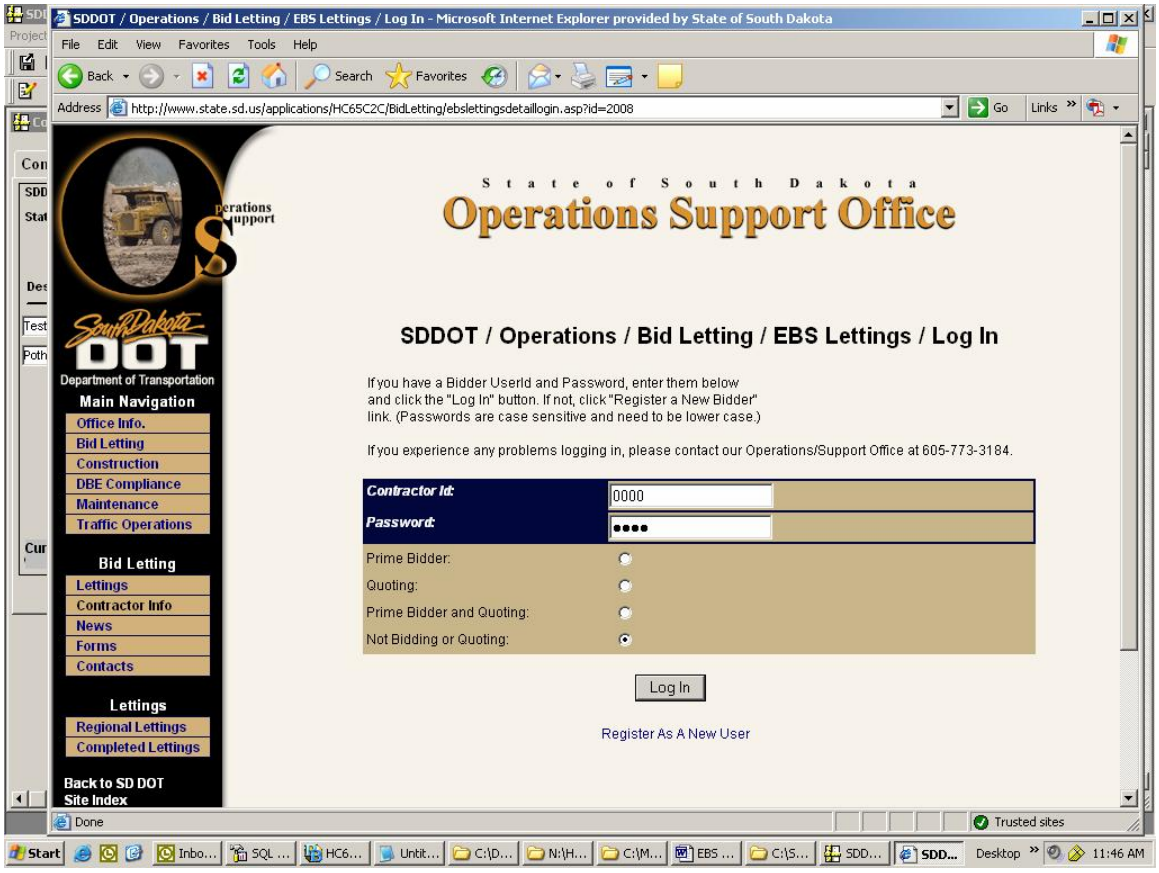
Done
Trusted sites
11:45 AM

Enter your contractor id (provided by SDDOT Project Development Office) and password. Select one of the following options: Prime Bidder, Quoting, Prime Bidder and Quoting, and Not Bidding or Quoting . The Not Bidding or Quoting radio button will automatically be clicked.


SDDOT / Operations / Bid Letting / EBS Lettings / Log In - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingsdetaillogin.asp?id=2008
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Log In
If you have a Bidder UserId and Password, enter them below and click the "Log In" button. If not, click "Register a New Bidder" link. (Passwords are case sensitive and need to be lower case.)
If you experience any problems logging in, please contact our Operations/Support Office at 605-773-3184.
Contractor Id: 0000
Password: ••••
Prime Bidder:
Quoting:
Prime Bidder and Quoting:
Not Bidding or Quoting:
Log In
Register As A New User
Department of Transportation
Main Navigation
Office Info.
Bid Letting
Construction
DBE Compliance
Maintenance
Traffic Operations
Bid Letting
Lettings
Contractor Info
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Forms
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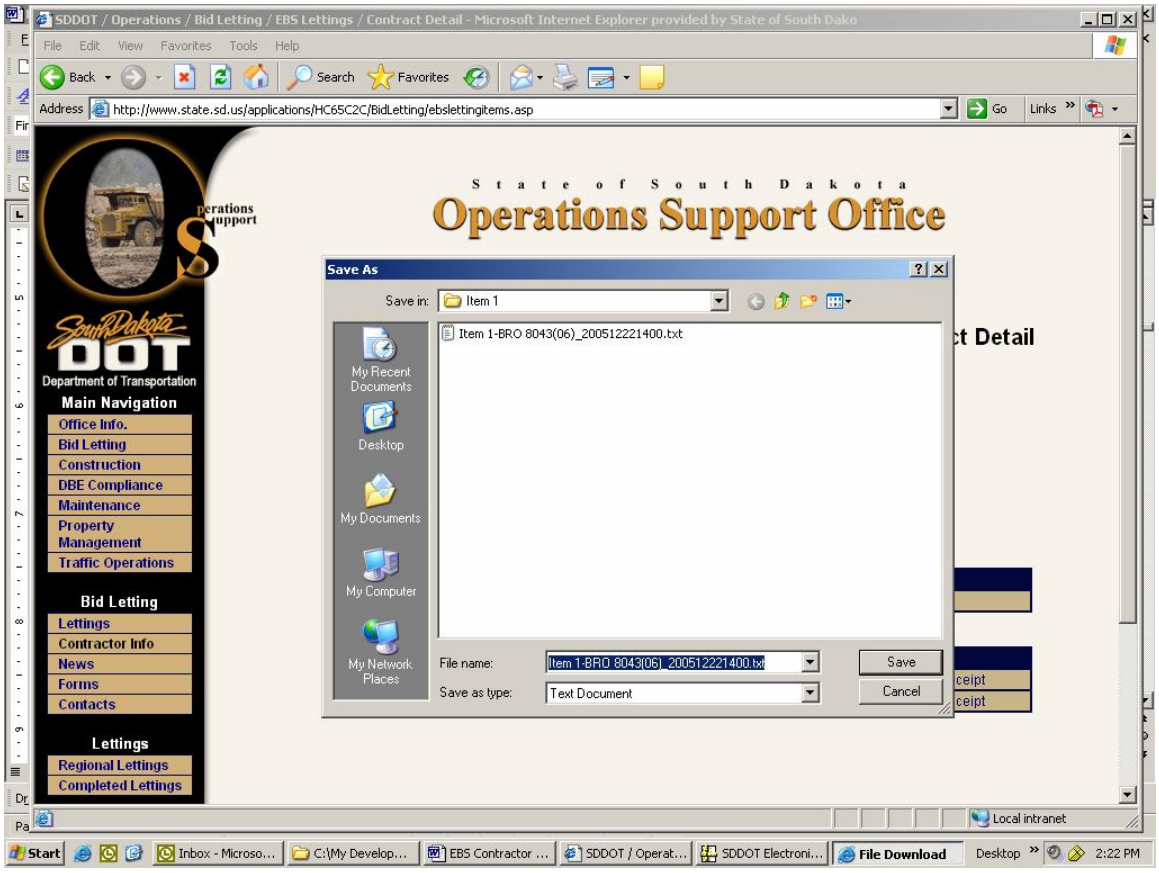
Lettings
Regional Lettings
Completed Lettings
Back to SD DOT Site Index
Done
Trusted sites
11:46 AM

Click the log in button. You will be taken to the following screen.

SDDOT / Operations / Bid Letting / EBS Lettings / Contract Detail - Microsoft Internet Explorer provided by State of South Dako
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingitems.asp
Go Links
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Contract Detail
You will need the free Adobe Acrobat Reader to view these files. Adobe Website
If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in. Thank you for your patience.
Update Contractor Information
BRO 8043(06)
Project Item File:
Bid Item List
Addendums:
1 - Plan Sheet & Quantity Changes 1/11/2006 Click Addendum Receipt
2 - Postpone Bid Open Date 1/17/2006 Click Addendum Receipt
Department of Transportation
Main Navigation
Office Info.
Bid Letting
Construction
DBE Compliance
Maintenance
Property Management
Traffic Operations
Bid Letting
Lettings
Contractor Info
News
Forms
Contacts
Lettings
Regional Lettings
Completed Lettings
Done
Local intranet
Start
Inbox - Microsoft Ou...
C:\My Development\...
EBS Contractor Biddi...
SDDOT / Operatio...
SDDOT Electronic Bid...
Desktop
2:21 PM

To download the bid item list for use with the SDDOT EBS application, Right Click on the Bid Item List link

Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save. You may want to create a new folder for each letting and label it the letting date. Then save the bid item lists in this folder.



You will now be able to load the project file into the EBS application (See Load Project Items).

If there are any addenda for this project, they will show after login (see screen shot below)

SDDOT / Operations / Bid Letting / EBS Lettings / Contract Detail - Microsoft Internet Explorer provided by State of South Dako
File Edit View Favorites Tools Help
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingitems.asp
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Contract Detail
Department of Transportation
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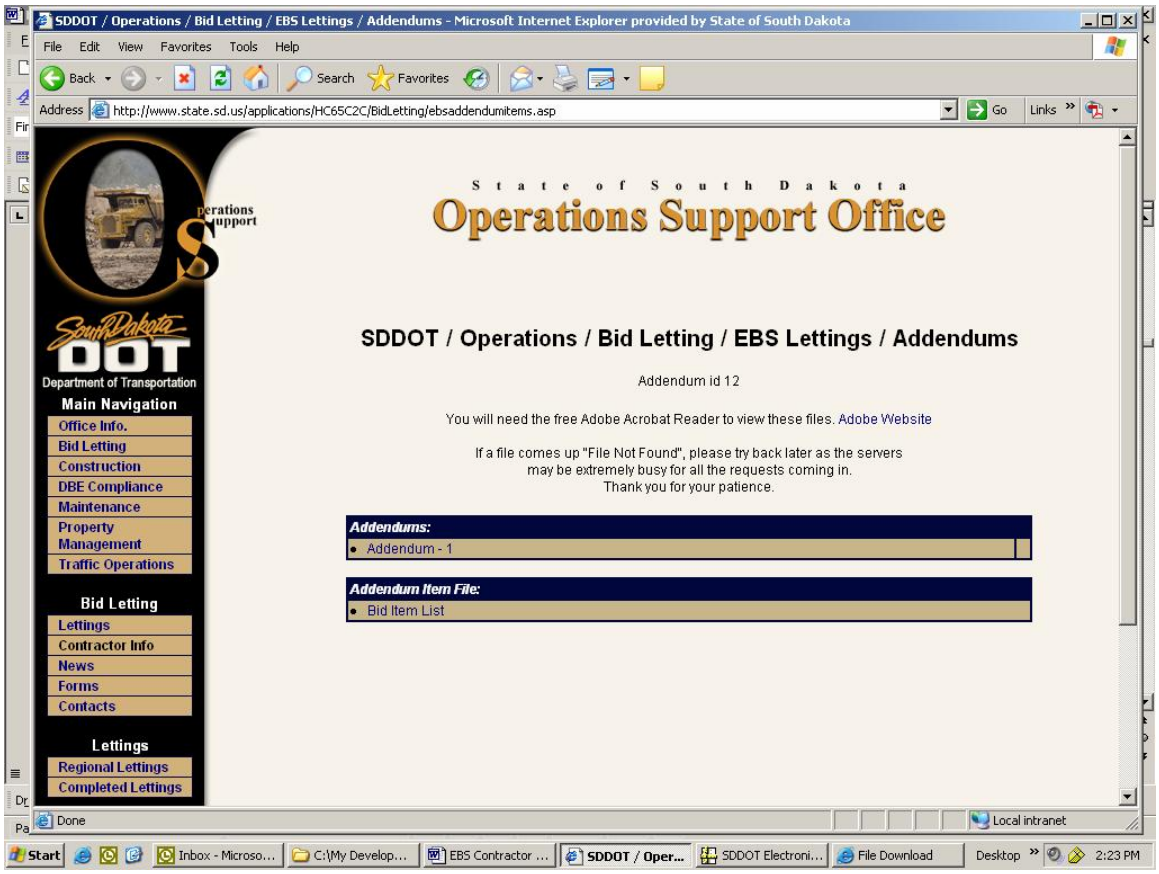
DBE Compliance
Maintenance
Property Management
Traffic Operations
Bid Letting
Lettings
Contractor Info
News
Forms
Contacts
Lettings
Regional Lettings
Completed Lettings
You will need the free Adobe Acrobat Reader to view these files. Adobe Website
If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in.
Thank you for your patience.
Update Contractor Information
BRO 8043(06)
Project Item File:
Bid Item List
Addendums:
1 - Plan Sheet & Quantity Changes 1/11/2006 Click Addendum Receipt
2 - Postpone Bid Open Date 1/17/2006 Click Addendum Receipt
Local intranet
Start
2:22 PM

For each of the above addenda, the contractor will need to click the Click Addendum Receipt link. This allows SDDOT to know that the contractor is aware there is an addenda for the project. After clicking the Click Addendum Receipt link the contractor will be taken to the page with more information for that particular addenda.

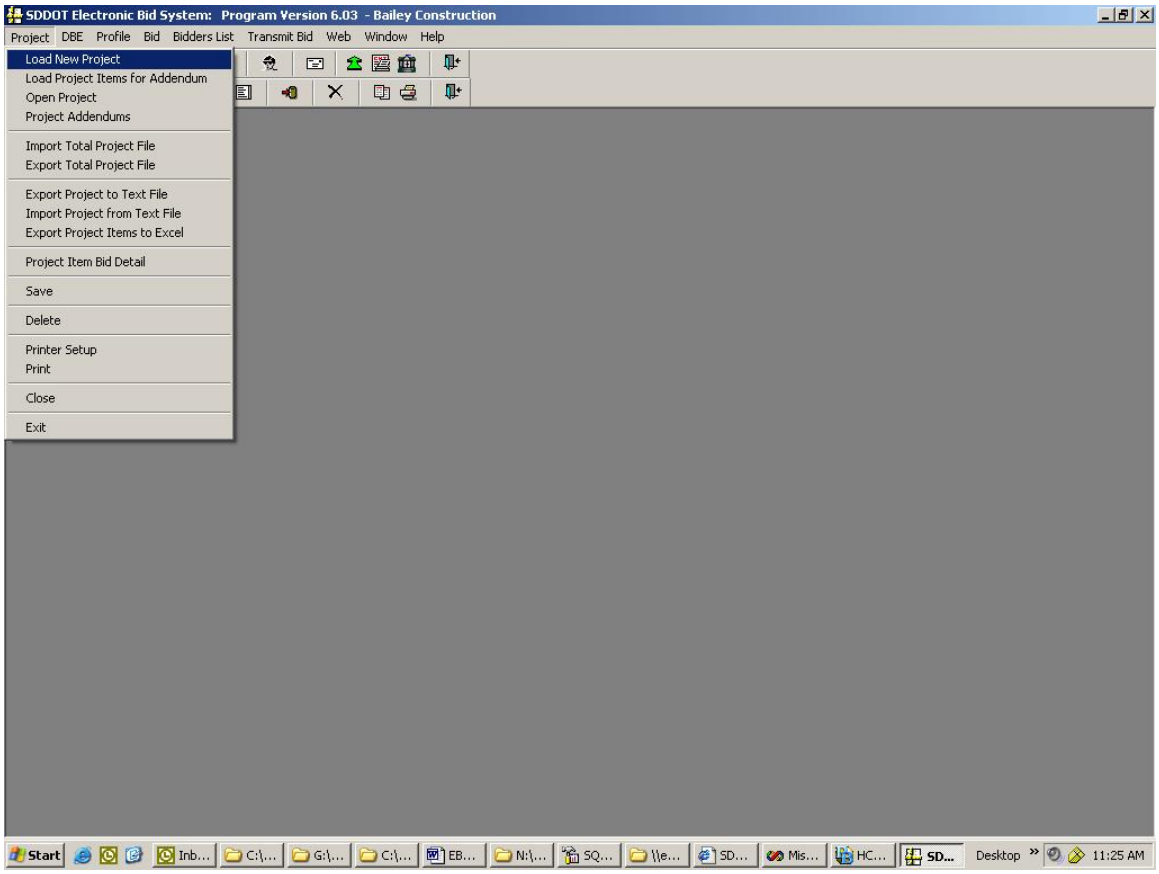


If there has been a change in quantity, or a bid item has been added or deleted, the contractor will need to download this new file and load it into the SDDOT EBS application. Follow the instructions for **Download A Project**. Each Addenda will need to be loaded into the SDDOT EBS application in addenda order. If there are two addendum, make sure to load addenda 1 first and then addenda 2. The addendum files will have an A and a number right before the .txt in the file name (ie. Item 1-BRO 8043(06)_200512221400**A1**.txt)

Load Project Items

Once the project items data file (project file) has been downloaded from SDDOT's Website and saved on your computer, the next step is to load the project items into the EBS software. Start the EBS software

and choose *Load New Project* from the *Project* menu (or choose the *Load New Project* button from the tool bar).

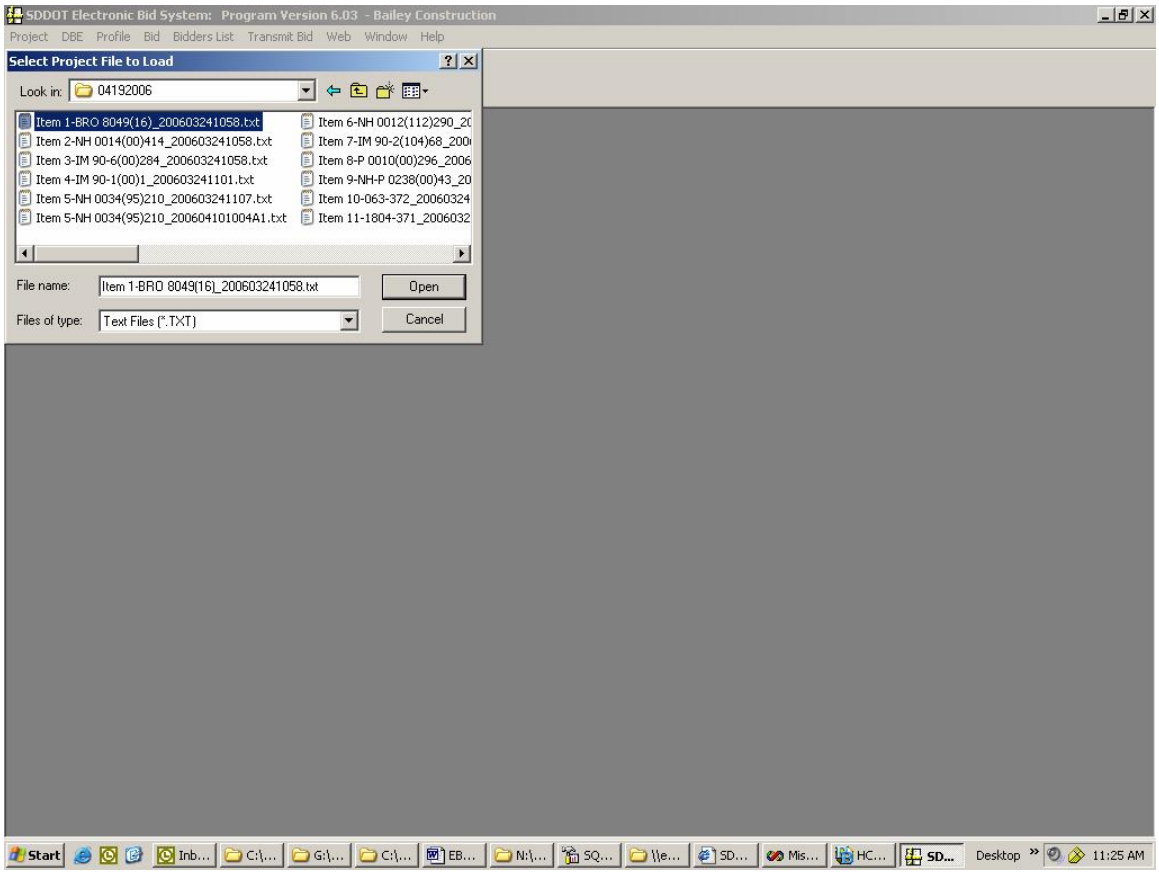


The project being loaded will be automatically associated with the Contractor Profile that was selected when the EBS software was initially started (see Starting the Program). If only one Contractor Profile has been defined to the EBS software, the project is always associated with that profile and a profile does not have to be selected when EBS is started. If more than one profile has been defined and a different Contractor Profile is to be associated with the project to be loaded, select *Profile* from the menu bar, *Select Contractor* from the drop-down menu, and then select the desired Contractor Profile from the 'Select Contractor' Window.

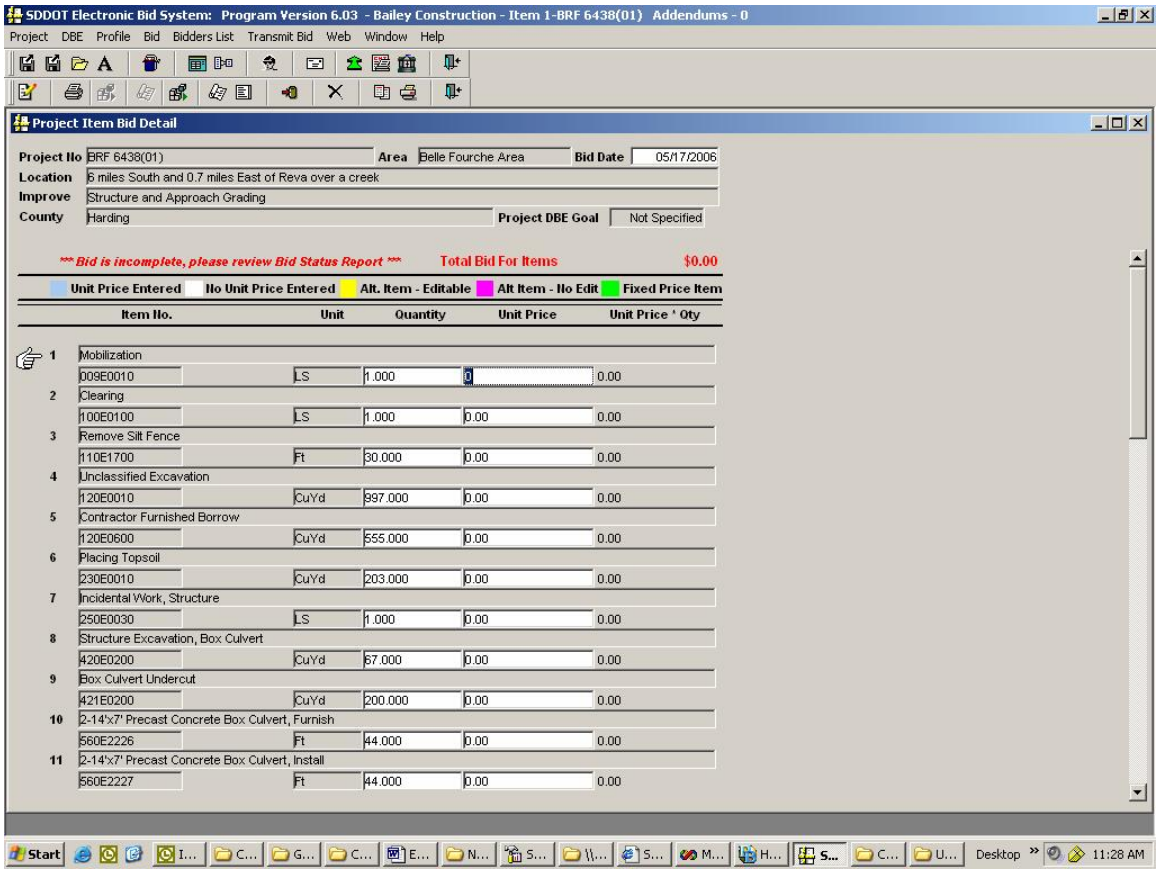
When the project is loaded, it will be associated with the Contractor Profile that was last selected. If for some reason you want to associate the project with a different profile, you must select the desired contractor profile and again load the project items into the EBS software by choosing *Load New Project* from the *Project to make the association.*

The project only needs to be loaded the first time you want to use it with a profile If an addenda has changed the project item file, you will need to reload the project using the *Load Project Items for Addendum* menu option (See Load Project Items for Addendum section). Once loaded, the project can then be accessed from this same *Project* menu by selecting *Open Project* (or click on the *Open Project* icon on the tool bar).

After selecting *Load New Project*, choose the project you want to load in the 'Select Project File to Load' Window and then click the *Open* button. If you do not see the project item file that you want to load, be sure the directory in the '*Look in*:' box is correct (e.g., c:\SDDOTEBS\download\lettingdate).



After the project is loaded, the project items will be displayed in the 'Project Item Bid Detail' Window and bid preparation can be started (see the 'Prepare Bid' section).


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 1-BRF 6438(01) Addendums - 0
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No BRF 6438(01) Area Belle Fourche Area Bid Date 05/17/2006
Location 6 miles South and 0.7 miles East of Reva over a creek
Improve Structure and Approach Grading
County Harding Project DBE Goal Not Specified
*** Bid is incomplete, please review Bid Status Report *** Total Bid For Items $0.00
Unit Price Entered No Unit Price Entered Alt. Item - Editable Alt Item - No Edit Fixed Price Item
Item No. Unit Quantity Unit Price Unit Price * Qty
1 Mobilization
009E0010 LS 1.000 0 0.00
2 Clearing
100E0100 LS 1.000 0.00 0.00
3 Remove Silt Fence
110E1700 Ft 30.000 0.00 0.00
4 Unclassified Excavation
120E0010 CuYd 997.000 0.00 0.00
5 Contractor Furnished Borrow
120E0600 CuYd 555.000 0.00 0.00
6 Placing Topsoil
230E0010 CuYd 203.000 0.00 0.00
7 Incidental Work, Structure
250E0030 LS 1.000 0.00 0.00
8 Structure Excavation, Box Culvert
420E0200 CuYd 67.000 0.00 0.00
9 Box Culvert Undercut
421E0200 CuYd 200.000 0.00 0.00
10 2-14'x7' Precast Concrete Box Culvert, Furnish
560E2226 Ft 44.000 0.00 0.00
11 2-14'x7' Precast Concrete Box Culvert, Install
560E2227 Ft 44.000 0.00
Start
Desktop
11:28 AM

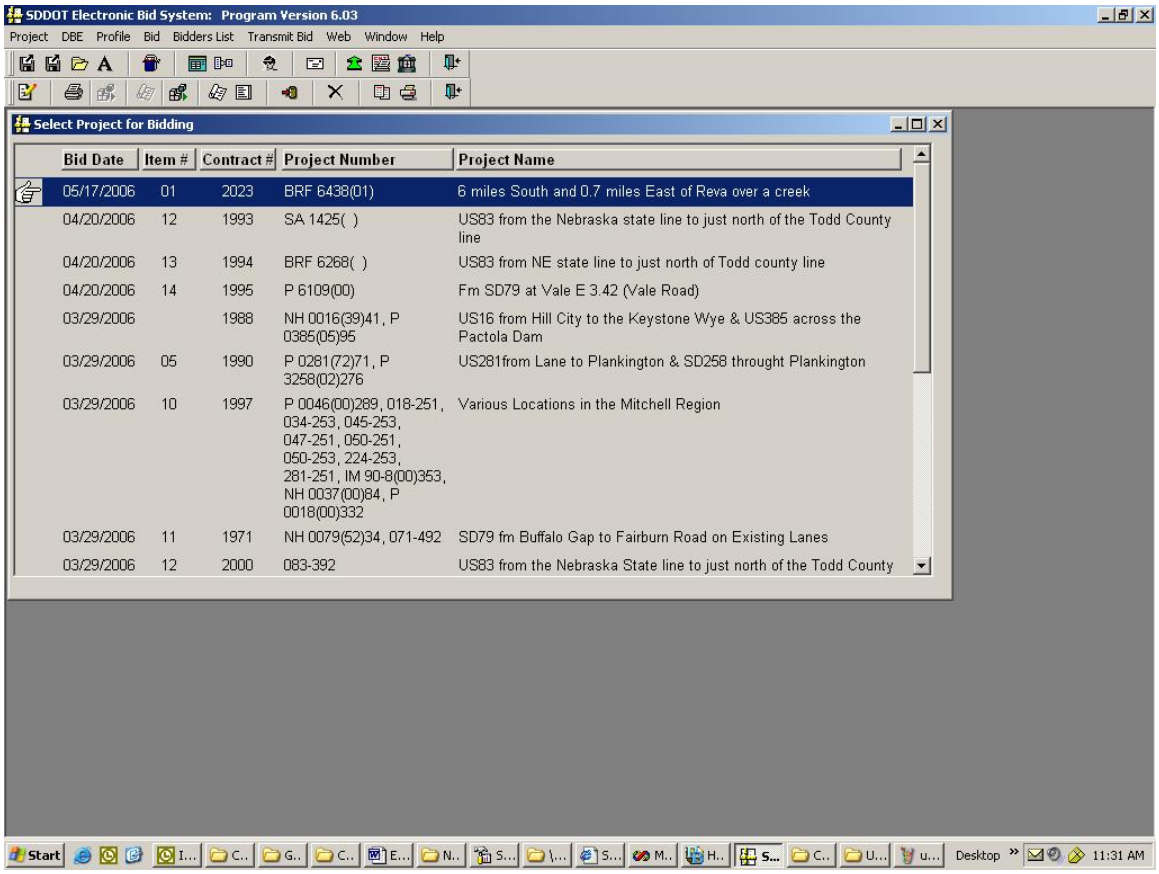
After the 'Project Item Bid Detail' Window is displayed, unit price information can be entered and the project data saved (see Preparing the Bid for more information). **It is good to save your work often**.

If a project has already been loaded and is being reloaded again, a warning message will show asking you to delete the project and then load it.

Open Project

To access a project that has already been loaded or to edit or continue preparing a bid, choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar). If any other project is currently open, the following 'Close Project' Confirmation Window will be displayed.

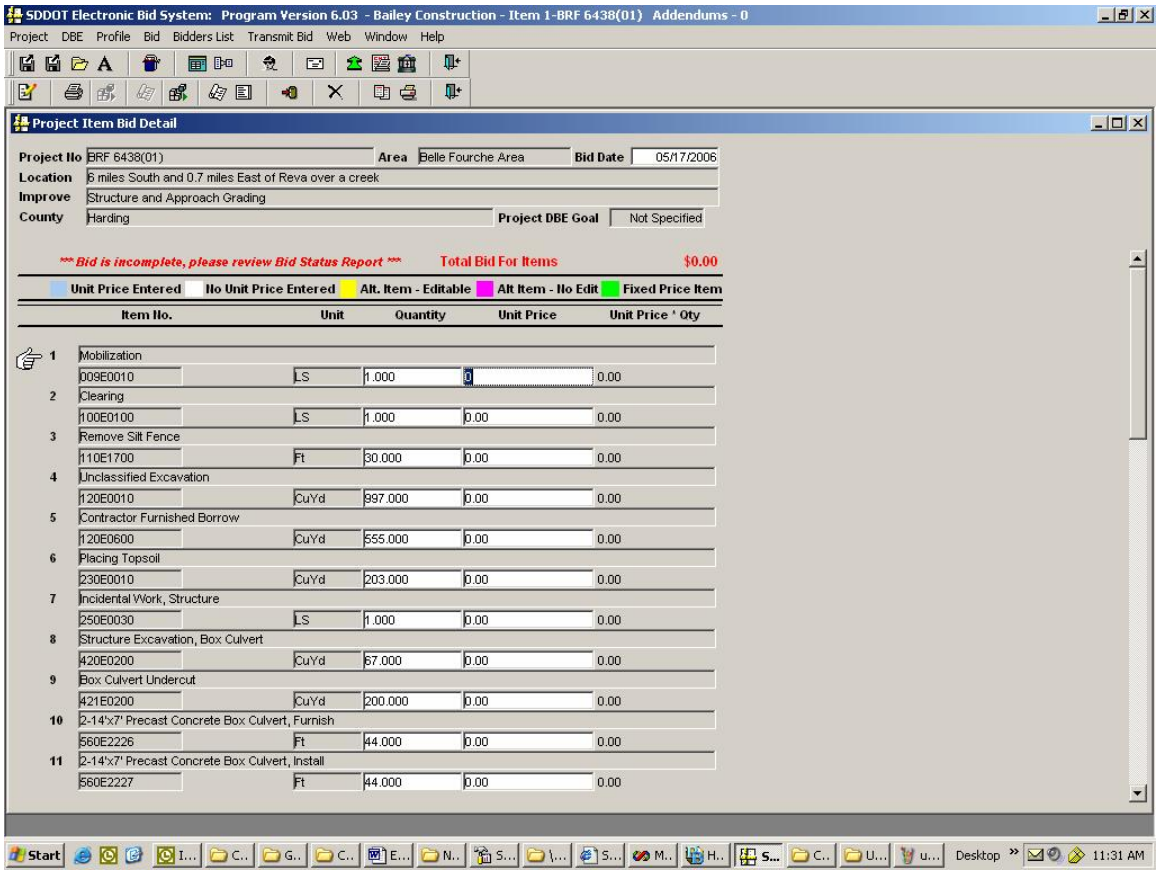
If another project is not currently open, or if *Yes* is clicked to the 'Close Project' Confirmation Window, a window similar to the following window will display a list of all the projects currently loaded on the computer.


SDDOT Electronic Bid System: Program Version 6.03
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Select Project for Bidding
Bid Date | Item # | Contract # | Project Number | Project Name
05/17/2006 | 01 | 2023 | BRF 6438(01) | 6 miles South and 0.7 miles East of Reva over a creek
04/20/2006 | 12 | 1993 | SA 1425( ) | US83 from the Nebraska state line to just north of the Todd County line
04/20/2006 | 13 | 1994 | BRF 6268( ) | US83 from NE state line to just north of Todd county line
04/20/2006 | 14 | 1995 | P 6109(00) | Fm SD79 at Vale E 3.42 (Vale Road)
03/29/2006 | | 1988 | NH 0016(39)41, P 0385(05)95 | US16 from Hill City to the Keystone Wye & US385 across the Pactola Dam
03/29/2006 | 05 | 1990 | P 0281(72)71, P 3258(02)276 | US281from Lane to Plankington & SD258 throught Plankington
03/29/2006 | 10 | 1997 | P 0046(00)289, 018-251, 034-253, 045-253, 047-251, 050-251, 050-253, 224-253, 281-251, IM 90-8(00)353, NH 0037(00)84, P 0018(00)332 | Various Locations in the Mitchell Region
03/29/2006 | 11 | 1971 | NH 0079(52)34, 071-492 | SD79 fm Buffalo Gap to Fairburn Road on Existing Lanes
03/29/2006 | 12 | 2000 | 083-392 | US83 from the Nebraska State line to just north of the Todd County
Start
Desktop
11:31 AM

To select a project, either click on the desired project or use the arrow keys to move the selection bar from project to project and press the enter key to select the project. After a project has been selected, the project will be opened and the 'Project Item Bid Detail' Window is displayed (see Prepare Bid for additional information).

Prepare Bid

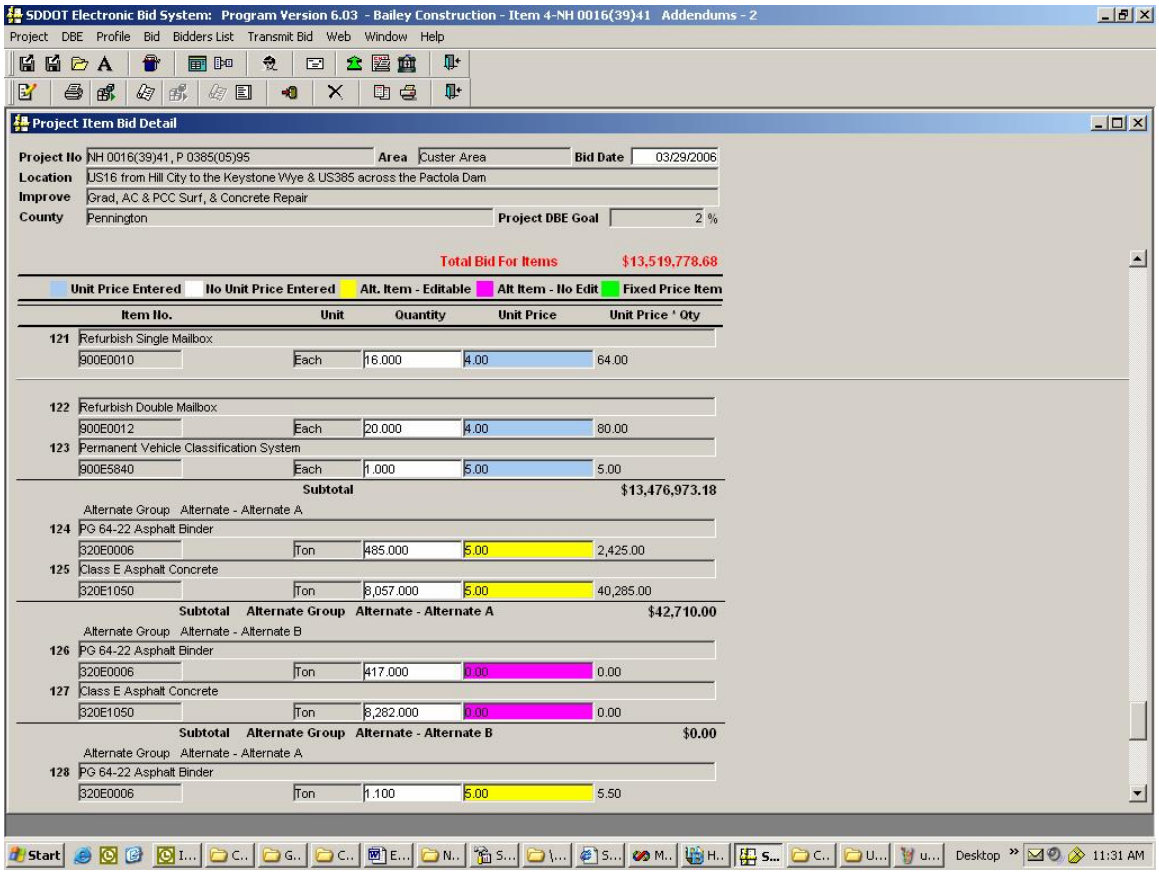
After *Load New Project* or *Open Project* action is completed, the 'Project Item Bid Detail' Window is automatically displayed. If this window has been closed, it can be opened by choosing *Project* from the menu bar and then *Project Item Bid Detail* from the drop-down menu (or clicking on the Project Item Bid Detail icon on the tool bar).


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 1-BRF 6438(01) Addendums - 0
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No BRF 6438(01) Area Belle Fourche Area Bid Date 05/17/2006
Location 6 miles South and 0.7 miles East of Reva over a creek
Improve Structure and Approach Grading
County Harding Project DBE Goal Not Specified
*** Bid is incomplete, please review Bid Status Report *** Total Bid For Items $0.00
Unit Price Entered No Unit Price Entered Alt. Item - Editable Alt Item - No Edit Fixed Price Item
Item No. Unit Quantity Unit Price Unit Price * Qty
1 Mobilization
009E0010 LS 1.000 0 0.00
2 Clearing
100E0100 LS 1.000 0.00 0.00
3 Remove Silt Fence
110E1700 Ft 30.000 0.00 0.00
4 Unclassified Excavation
120E0010 CuYd 997.000 0.00 0.00
5 Contractor Furnished Borrow
120E0600 CuYd 555.000 0.00 0.00
6 Placing Topsoil
230E0010 CuYd 203.000 0.00 0.00
7 Incidental Work, Structure
250E0030 LS 1.000 0.00 0.00
8 Structure Excavation, Box Culvert
420E0200 CuYd 67.000 0.00 0.00
9 Box Culvert Undercut
421E0200 CuYd 200.000 0.00 0.00
10 2-14'x7' Precast Concrete Box Culvert, Furnish
560E2226 Ft 44.000 0.00 0.00
11 2-14'x7' Precast Concrete Box Culvert, Install
560E2227 Ft 44.000 0.00 0.00
Start
Desktop
11:31 AM

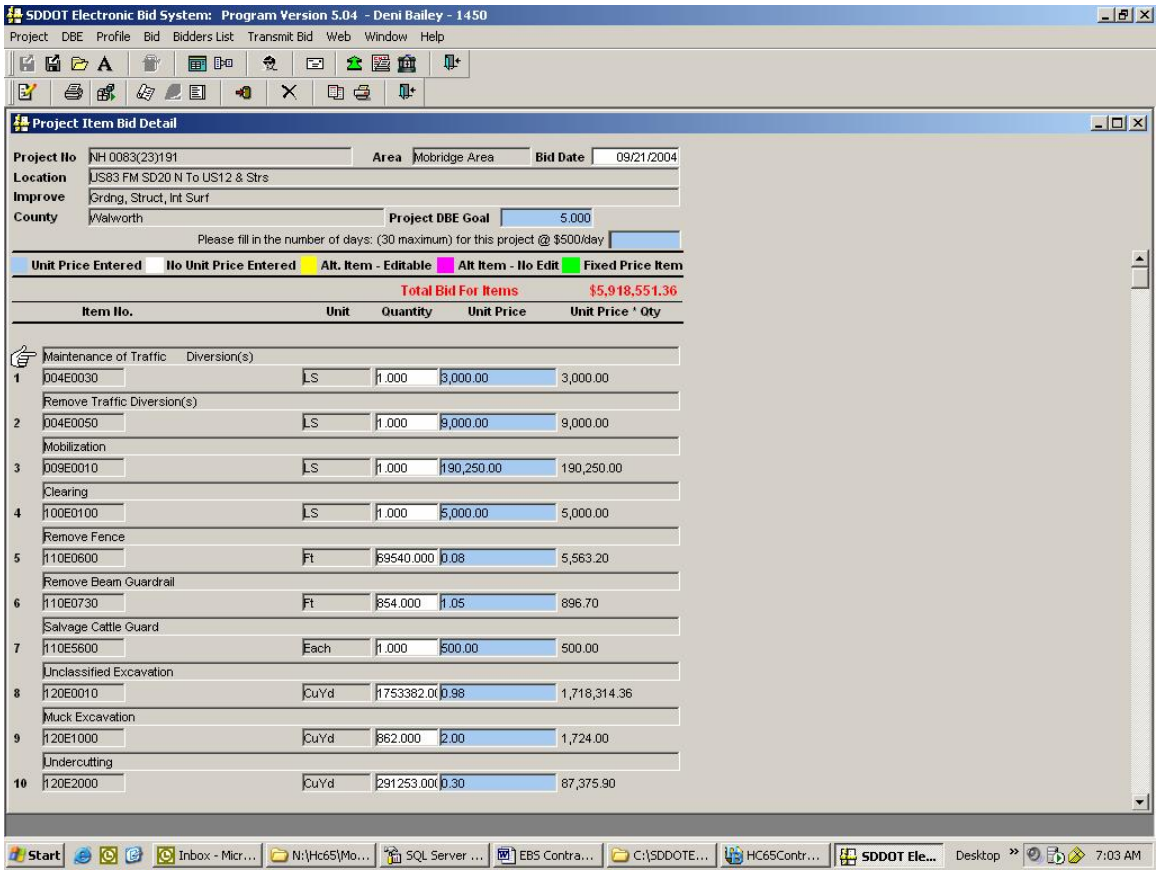
To prepare the bid, it is only necessary to enter Unit Prices and either Number of days for A + B bidding, days for daily lane mile rental or block closure days , if applicable. The program will compute Unit Price * Quantity extensions, subtotal the bid by Project Detail, and total the bid.

The color codes in the unit price field indicate the status of the price field. The unit price field will be white if no unit price had been entered and blue if a unit price has been entered. Some items in a SDDOT project have fixed prices (Flagging, for example). The fixed price items will be un-editable and displayed with green in the unit price field.

In some projects there are alternate items. This means that the project designers have given the bidders items they can choose between. Once a unit price has been entered for an alternate item, all the items that may have been designated as being part of the same alternate set must also have unit prices entered. All items that are part of the un-chosen alternate set or sets will be un-editable and colored magenta. If the bidder desires to change the choice of alternates, zeroing out the unit prices previously entered will make all alternates editable again. The following is an example of a project with alternate items:


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No NH 0016(39)41, P 0385(05)95
Area Custer Area
Bid Date 03/29/2006
Location US16 from Hill City to the Keystone Wye & US385 across the Pactola Dam
Improve Grad, AC & PCC Surf, & Concrete Repair
County Pennington
Project DBE Goal 2 %
Total Bid For Items $13,519,778.68
Unit Price Entered
No Unit Price Entered
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Item No.
Unit
Quantity
Unit Price
Unit Price * Qty
121 Refurbish Single Mailbox
900E0010 Each 16.000 4.00 64.00
122 Refurbish Double Mailbox
900E0012 Each 20.000 4.00 80.00
123 Permanent Vehicle Classification System
900E5840 Each 1.000 5.00 5.00
Subtotal $13,476,973.18
Alternate Group Alternate - Alternate A
124 PG 64-22 Asphalt Binder
320E0006 Ton 485.000 5.00 2,425.00
125 Class E Asphalt Concrete
320E1050 Ton 8,057.000 5.00 40,285.00
Subtotal Alternate Group Alternate - Alternate A $42,710.00
Alternate Group Alternate - Alternate B
126 PG 64-22 Asphalt Binder
320E0006 Ton 417.000 0.00 0.00
127 Class E Asphalt Concrete
320E1050 Ton 8,282.000 0.00 0.00
Subtotal Alternate Group Alternate - Alternate B $0.00
Alternate Group Alternate - Alternate A
128 PG 64-22 Asphalt Binder
320E0006 Ton 1.100 5.00 5.50
Start
Desktop
11:31 AM

Some projects are designated as "A plus B bidding" and will require the Contractor to bid a number of calendar days in which to complete the project. If a project is an "A plus B" project, the field **Daily Road User Costs** will be displayed and the Contractor must bid on a **Number of Calendar Days** as well as the unit prices for the items in the project for their bid to be complete. Daily Road User Costs is an estimate of the daily dollar-cost impact to the traveling public due to the construction. The Daily Road User Cost, which is estimated by SDDOT, is then multiplied by the Number of Calendar Days and added to the total bid (see below for a description of the usage of the number of calendar days). If the project is not an "A plus B" project, neither the **Daily Road User Costs** nor the **Number of Calendar Days** field will be displayed. The following is an example of an "A plus B" project that requires the number of calendar days to be specified:


SDDOT Electronic Bid System: Program Version 5.04 - Deni Bailey - 1450
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No NH 0083(23)191
Area Mobridge Area
Bid Date 09/21/2004
Location US83 FM SD20 N To US12 & Strs
Improve Grdng, Struct, Int Surf
County Walworth
Project DBE Goal 5.000
Please fill in the number of days: (30 maximum) for this project @ $500/day
Unit Price Entered
No Unit Price Entered
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Total Bid For Items $5,918,551.36
Item No. Unit Quantity Unit Price Unit Price * Qty
Maintenance of Traffic Diversion(s)
1 004E0030 LS 1.000 3,000.00 3,000.00
Remove Traffic Diversion(s)
2 004E0050 LS 1.000 9,000.00 9,000.00
Mobilization
3 009E0010 LS 1.000 190,250.00 190,250.00
Clearing
4 100E0100 LS 1.000 5,000.00 5,000.00
Remove Fence
5 110E0600 Ft 69540.000 0.08 5,563.20
Remove Beam Guardrail
6 110E0730 Ft 854.000 1.05 896.70
Salvage Cattle Guard
7 110E5600 Each 1.000 500.00 500.00
Unclassified Excavation
8 120E0010 CuYd 1753382.00 0.98 1,718,314.36
Muck Excavation
9 120E1000 CuYd 862.000 2.00 1,724.00
Undercutting
10 120E2000 CuYd 291253.000 0.30 87,375.90
Start
Inbox - Micr...
N:\Hc65\Mo...
SQL Server ...
EBS Contra...
C:\SDDOTE...
HC65Contr...
SDDOT Ele...
Desktop
7:03 AM

In the above example, if the Contractor estimates that it will take 30 days to substantially complete the project, the daily road user cost of $500.00 will be multiplied by 30 resulting in $15,000.00 being added to the cost of the project as the "B" portion.

Number of Calendar Days is the number of calendar days, beginning and ending at midnight, estimated by the Contractor to Substantially Complete the project. If the project is determined to be Substantially Complete before the number of Calendar Days stated by the contractor in the bid (with adjustments), then the Contractor will be paid the "Daily Road User Cost" for each Calendar Day of the difference between the number of Calendar Days submitted at bid and the actual number of Calendar Days used to Substantially Complete the project. Failure to Substantially Complete the project within the number of Calendar days stated by the Contractor in the bid will result in the "Daily Road User Cost" being assessed for every Calendar Day in excess of time until the project is Substantially Complete.

To quickly scan to see which bid items have not yet been priced and whether the number of calendar days have been entered on applicable projects, use the Bid Status Report by clicking on the *Bid Status Report* icon on the tool bar or by selecting *View Status Report* from the *Bid* drop-down menu (see the Bid Status Report in the 'Print Bid Report' section for more information).

To save changes made to the 'Project Item Bid Detail' Window, choose *Project* from the menu bar, then *Save* from the drop-down menu or by clicking on the *Save* icon on the tool bar. If any changes are not saved before exiting, the confirmation window below will be displayed. Select *Yes* to save changes, *No* to not save the changes, or *Cancel* to return to editing the bid.

DBE Commitment

DBE Commitment Overview

DBE Commitment - A Disadvantaged Business Enterprise (DBE) Commitment is required if a DBE Goal is required by the project (the 'Project DBE Goal' in the 'Project Item Bid Detail' Window will contain a non-zero percentage or will say 'Not Specified').

A DBE Commitment is required if a DBE subcontractor will be used to perform or supply a portion of the project items. Even if a project's DBE goal is zero, a DBE Commitment must be created if a DBE subcontractor will be used to perform or supply a portion of the project items.

A DBE Commitment is not required if a Non-DBE subcontractor will be used to perform or supply a portion of the project items or if the 'Project DBE Goal' in the 'Project Item Bid Detail' Window contains 'NONE' (Non-federal aid Project).

If the DBE Commitment does not meet the 'Project DBE Goal' assigned to the project, Good Faith Effort Documentation must be submitted by the low bidder.

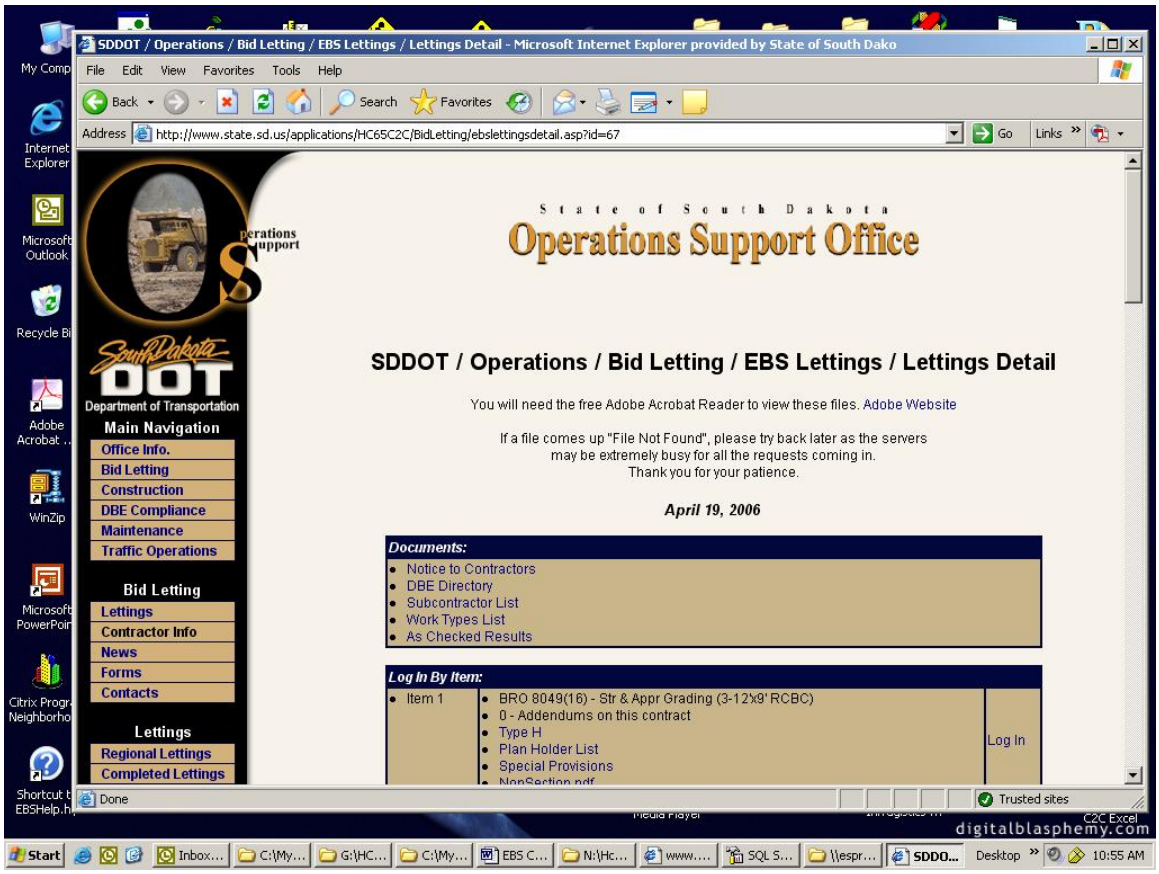
Download the Certified DBE Contractors

A list of currently certified DBE contractors is maintained on SDDOT's website. This list is updated frequently to add and delete contractors; therefore, it is important that this list is downloaded and loaded in EBS in a timely manner prior to submitting a bid to insure that any DBE sub-contractors that have been selected are still listed as Certified.

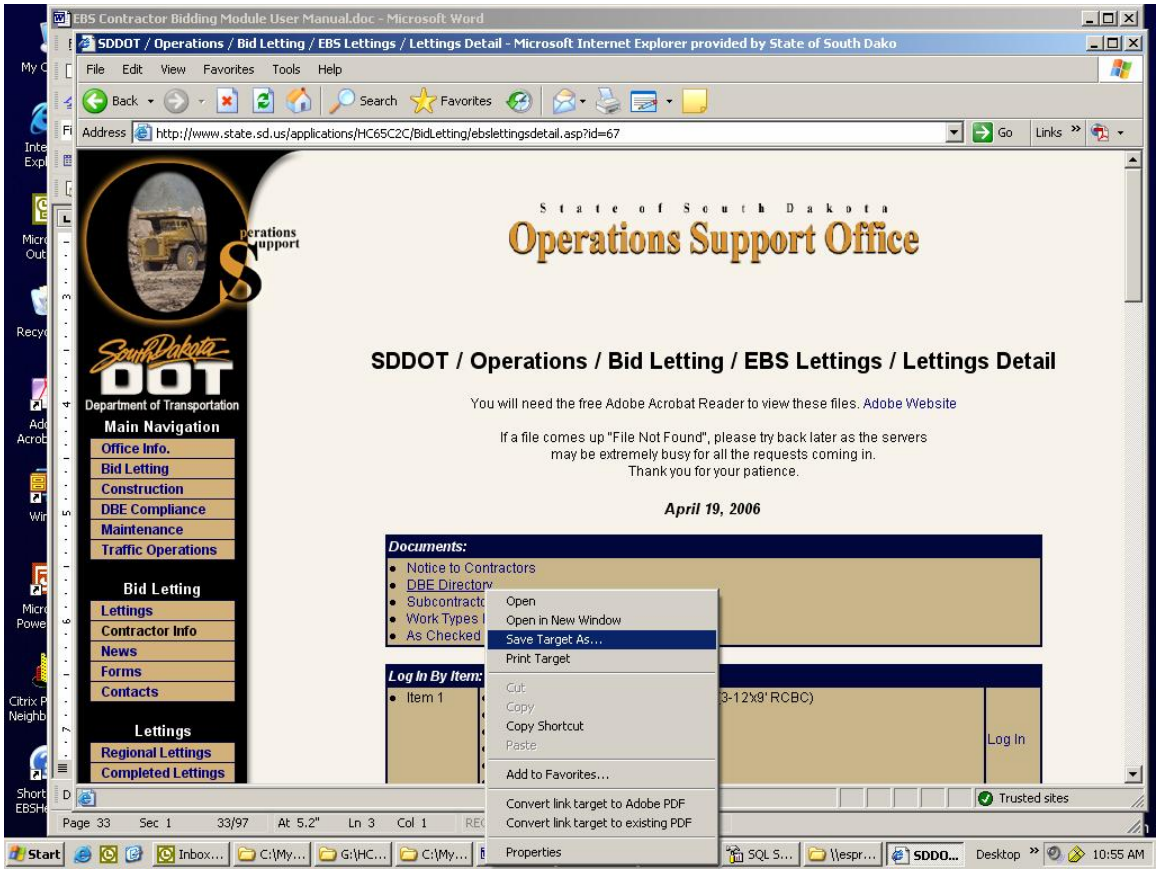
Each time you import a current DBE directory file into EBS, the software will review all DBE Commitments on your computer that have a bid open date in the future or a bid open date on the day of the import. Any DBE used on a Commitment that is not on the new imported file will be deleted from the Commitment. You will receive a message box indicating the changes that were made.

To download the Certified DBE Contractors:

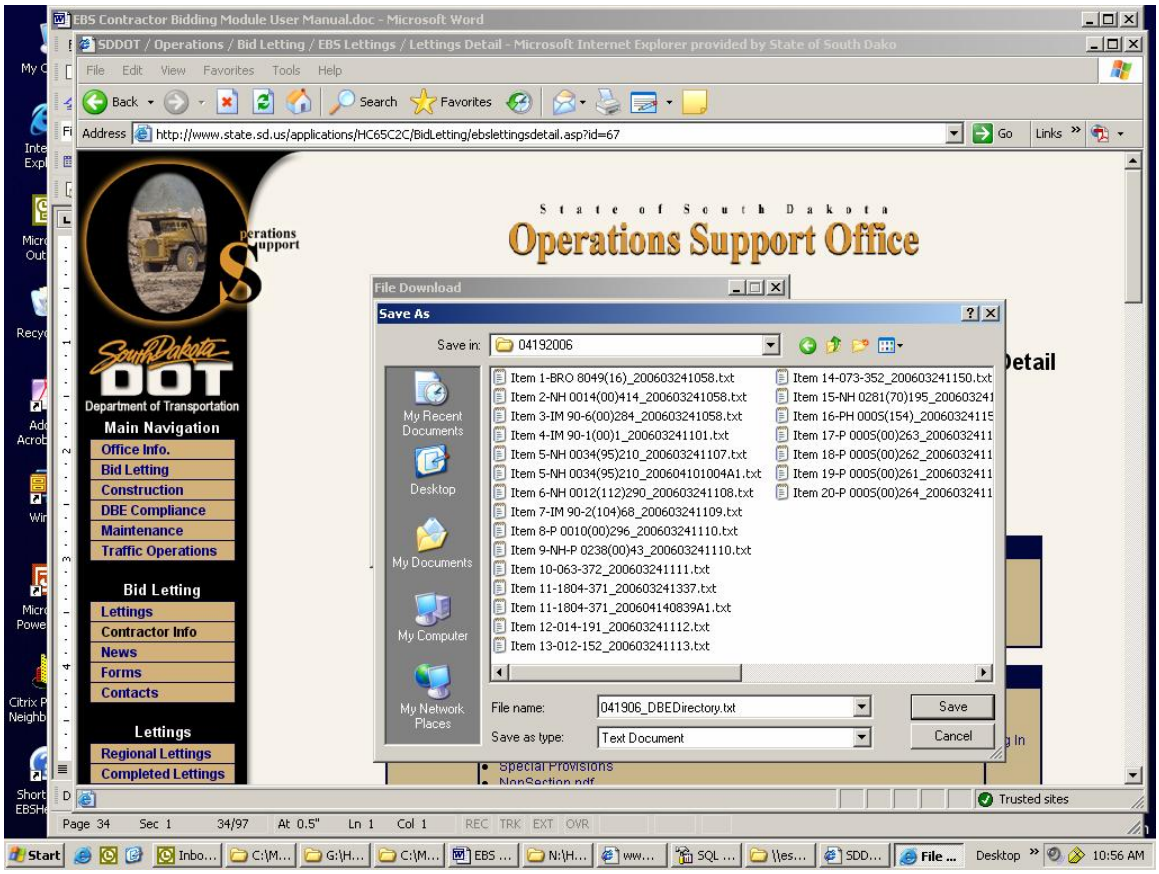
1. Click the following link: http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp
2. Select the letting on which you are bidding, the DBE Directory will be under the Notice to Contractors.


SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail - Microsoft Internet Explorer provided by State of South Dako
File Edit View Favorites Tools Help
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingsdetail.asp?id=67
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail
You will need the free Adobe Acrobat Reader to view these files. Adobe Website
If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in. Thank you for your patience.
April 19, 2006
Documents:
Notice to Contractors
DBE Directory
Subcontractor List
Work Types List
As Checked Results
Log In By Item:
Item 1
BRO 8049(16) - Str & Appr Grading (3-12'x9' RCBC)
0 - Addendums on this contract
Type H
Plan Holder List
Special Provisions
Log In
Department of Transportation
Main Navigation
Office Info.
Bid Letting
Construction
DBE Compliance
Maintenance
Traffic Operations
Bid Letting
Lettings
Contractor Info
News
Forms
Contacts
Lettings
Regional Lettings
Completed Lettings
Done
Trusted sites
digitalblasphemy.com

3. Right click on the link DBE Directory



Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save

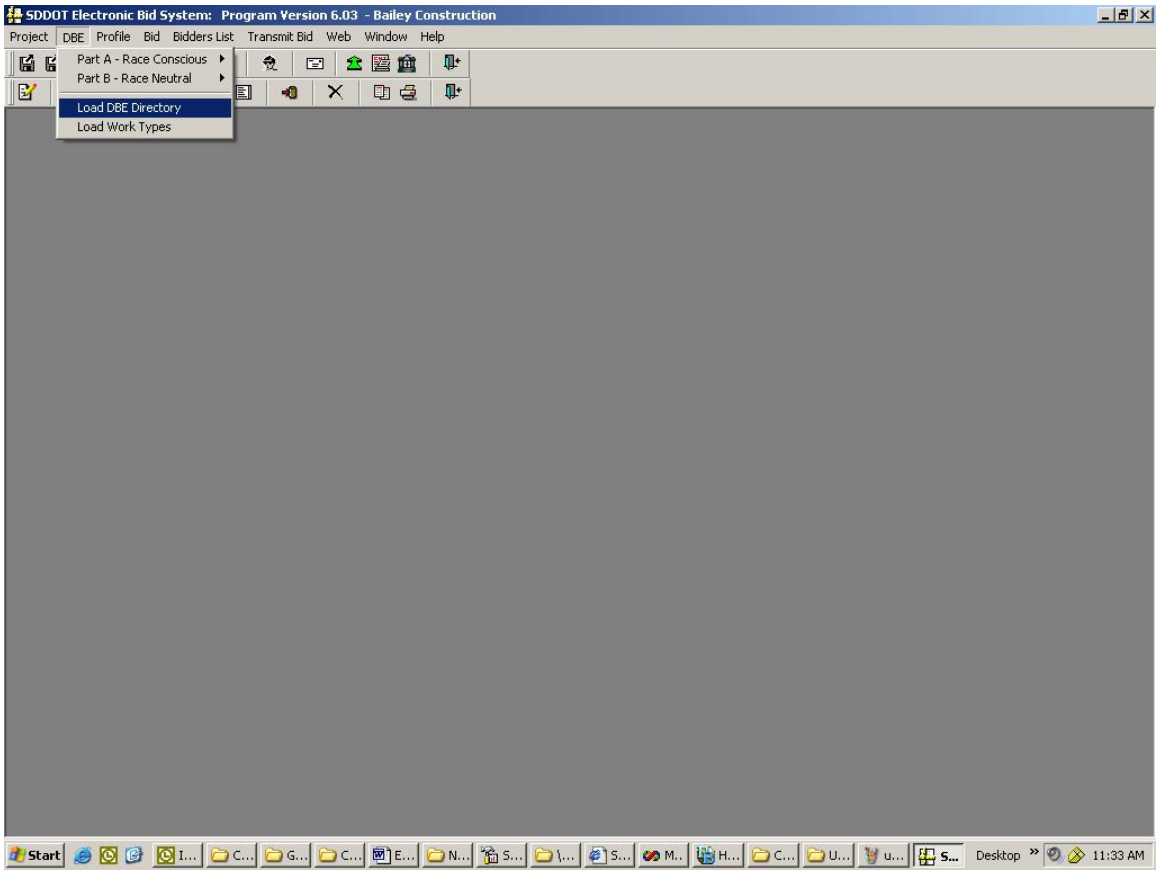


You will now be able to load the DBE Directory file into the EBS application (See Load Certified DBE Contractors into EBS)

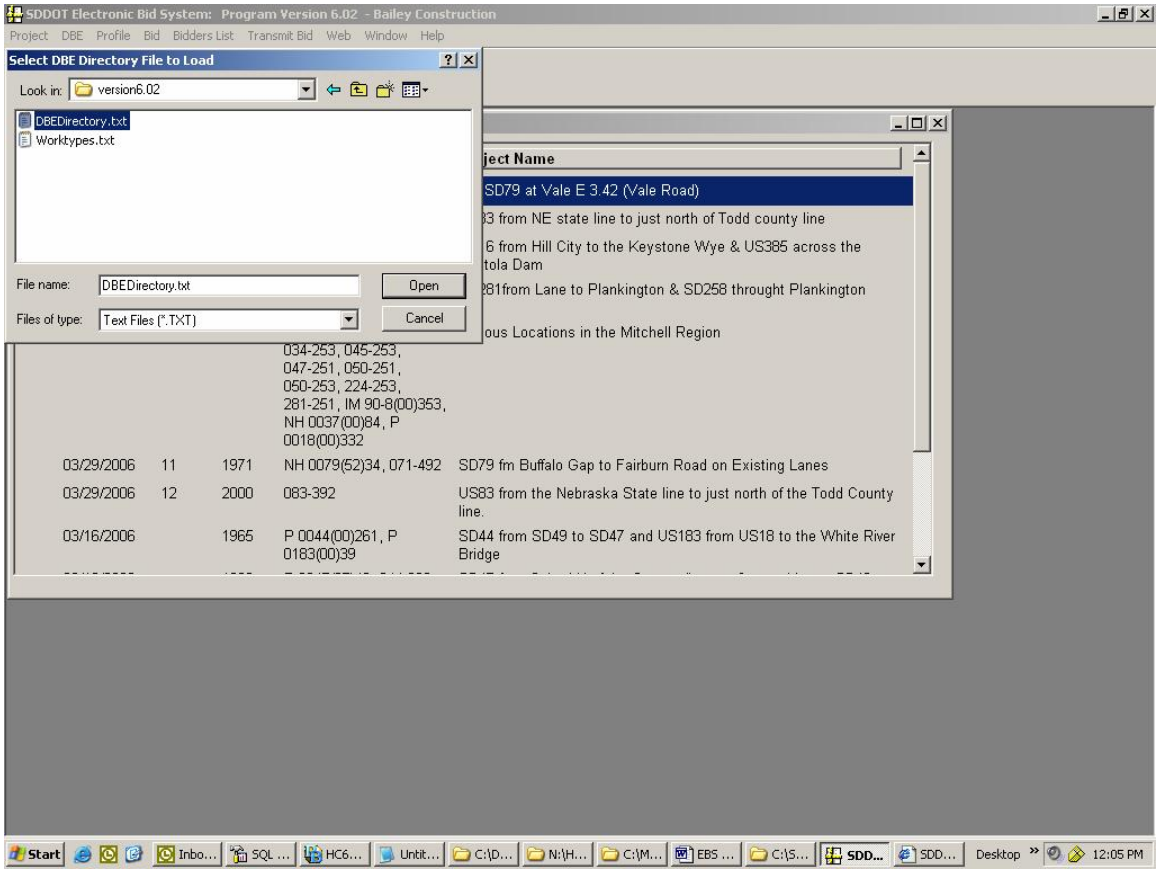
Load the Certified DBE Contractors into EBS

To load the Certified DBE Contractors into SDEBS:

1. Open the SDEBS software
2. Select the DBE menu option
3. Select the Load DBE Directory menu option


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Part A - Race Conscious
Part B - Race Neutral
Load DBE Directory
Load Work Types
Start
Desktop
11:33 AM

4. A Select DBE Directory to Load dialogue box will show. Select the DBEDirectory.txt file


SDDOT Electronic Bid System: Program Version 6.02 - Bailey Construction
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Select DBE Directory File to Load
Look in: version6.02
DBEDirectory.txt
Worktypes.txt
File name: DBEDirectory.txt
Open
Files of type: Text Files (*.TXT)
Cancel
ject Name
SD79 at Vale E 3.42 (Vale Road)
3 from NE state line to just north of Todd county line
6 from Hill City to the Keystone Wye & US385 across the
tola Dam
281from Lane to Plankington & SD258 throught Plankington
ous Locations in the Mitchell Region
034-253, 045-253,
047-251, 050-251,
050-253, 224-253,
281-251, IM 90-8(00)353,
NH 0037(00)84, P
0018(00)332
03/29/2006 11 1971 NH 0079(52)34, 071-492 SD79 fm Buffalo Gap to Fairburn Road on Existing Lanes
03/29/2006 12 2000 083-392 US83 from the Nebraska State line to just north of the Todd County line.
03/16/2006 1965 P 0044(00)261, P 0183(00)39 SD44 from SD49 to SD47 and US183 from US18 to the White River Bridge
Start
Desktop
12:05 PM

5. After highlighting the DBEDirectory.txt file, click Open. The DBE Directory will load into the software. It will also check current DBE Commitments.

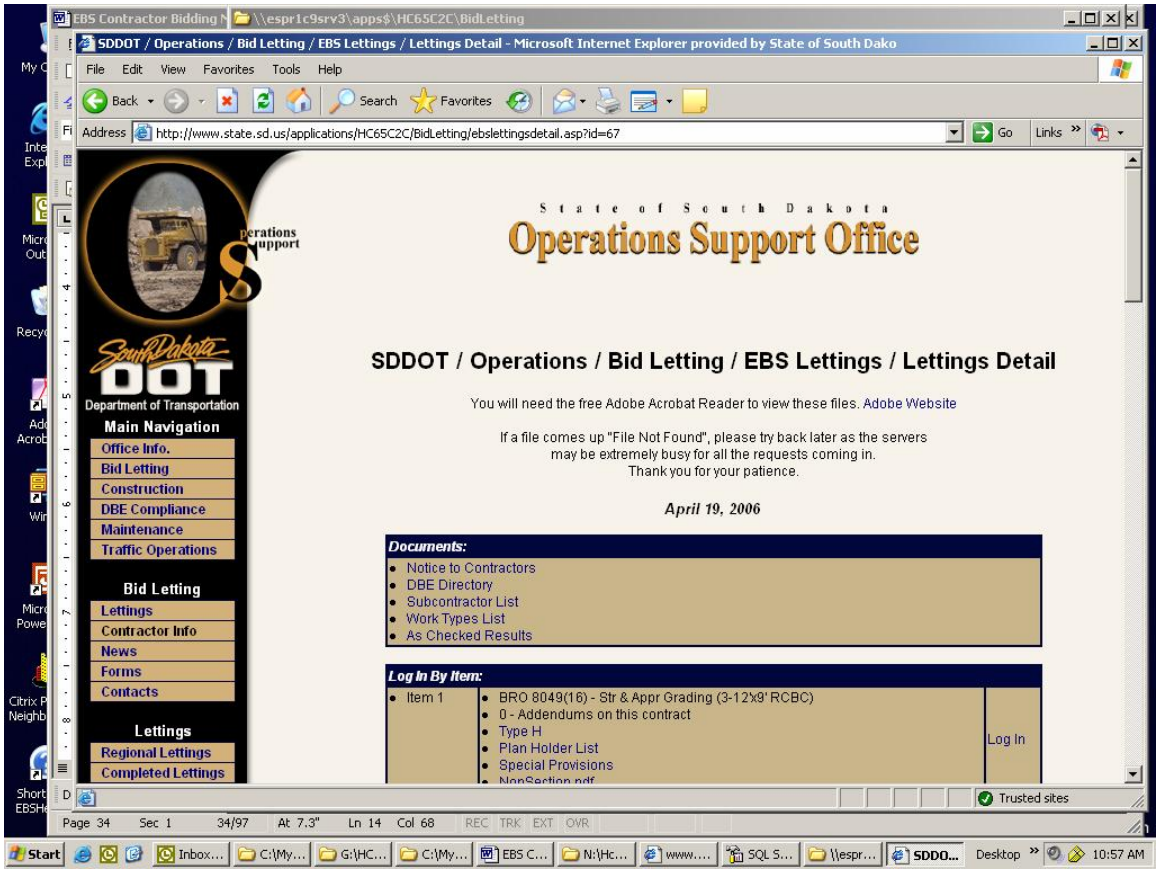
6. You will receive a message when the load is complete

Download DBE Work Types

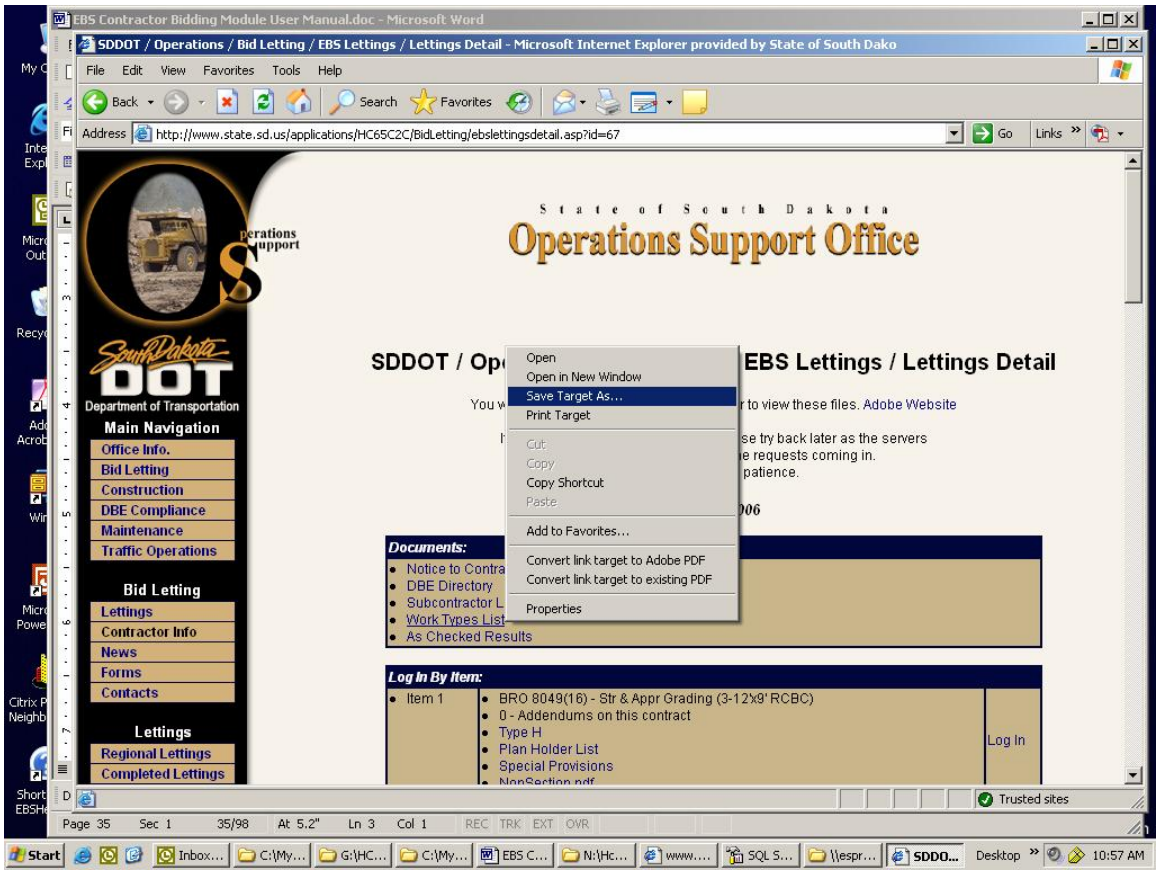
A list of currently certified DBE work types is maintained on SDDOT's website. This list is not updated frequently. You will not need to download and load this file often. Please check the update date and compare it to the update date in the software. If your date is previous to the date on the website, download and load the work types.

To download the Certified DBE Work Types:

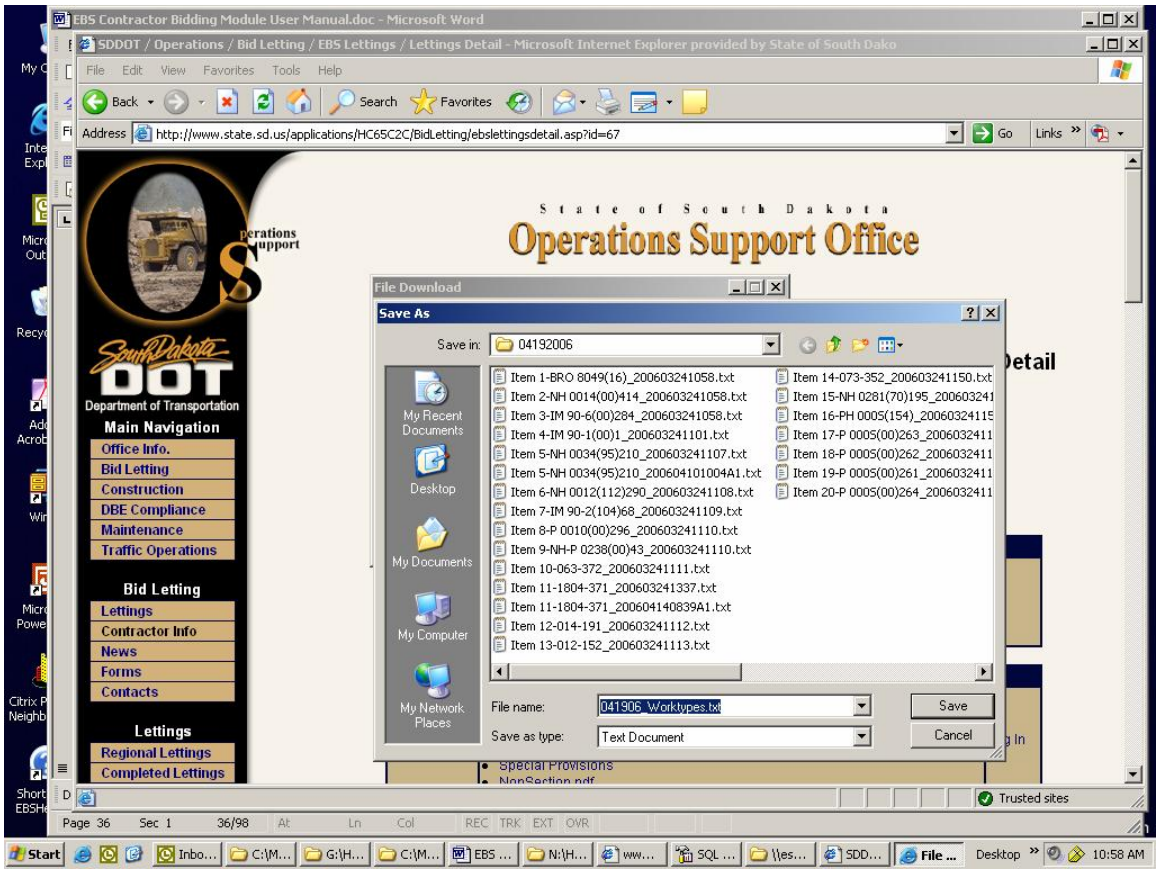
1. Click the following link: http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp
2. Select the letting on which you are bidding, the Work Types List will be under the Notice to Contractors.


SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail - Microsoft Internet Explorer provided by State of South Dako
File Edit View Favorites Tools Help
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingsdetail.asp?id=67
State of South Dakota
Operations Support Office
Department of Transportation
Main Navigation
Office Info.
Bid Letting
Construction
DBE Compliance
Maintenance
Traffic Operations
Bid Letting
Lettings
Contractor Info
News
Forms
Contacts
Lettings
Regional Lettings
Completed Lettings
SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail
You will need the free Adobe Acrobat Reader to view these files. Adobe Website
If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in. Thank you for your patience.
April 19, 2006
Documents:
Notice to Contractors
DBE Directory
Subcontractor List
Work Types List
As Checked Results
Log In By Item:
Item 1
BRO 8049(16) - Str & Appr Grading (3-12'x9' RCBC)
0 - Addendums on this contract
Type H
Plan Holder List
Special Provisions
Log In

3. Right click on the link Work Types



Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save

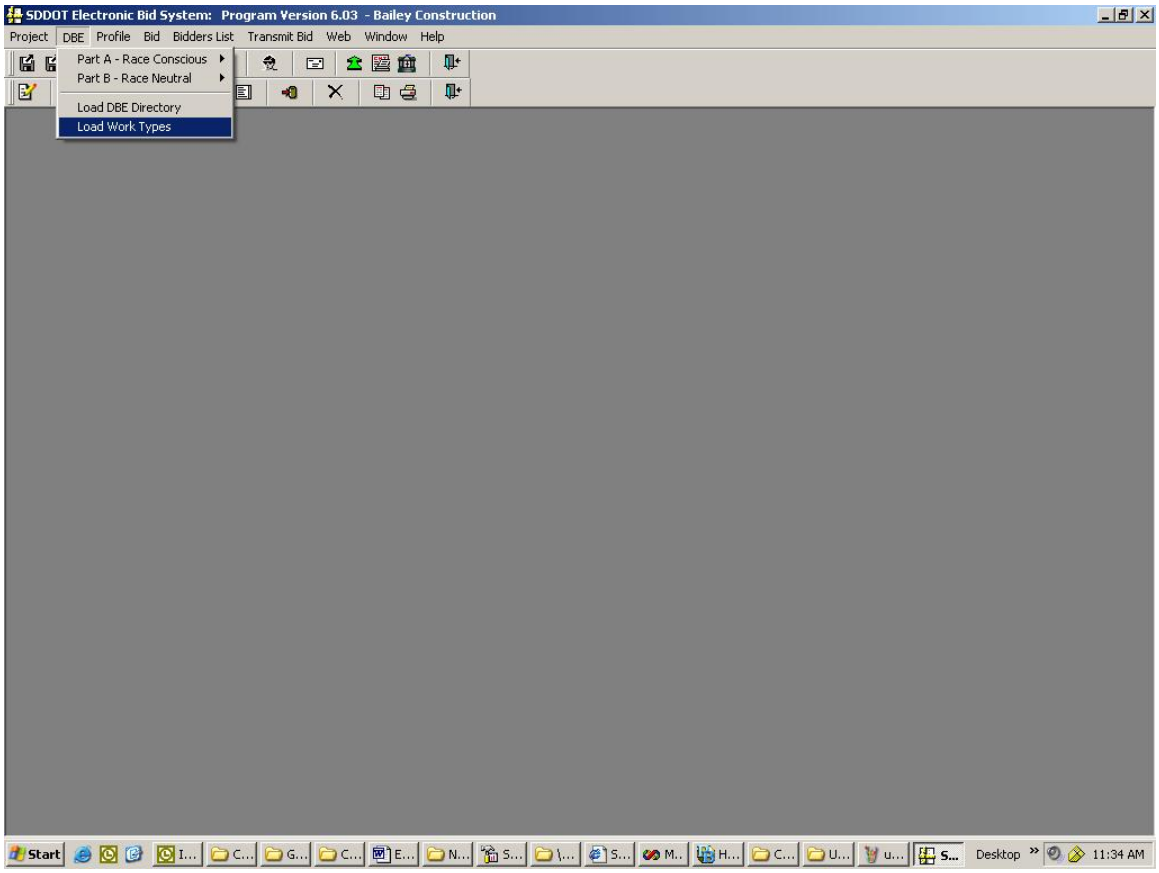


You will now be able to load the DBE Work Type file into the EBS application (See Load Certified DBE Work Types into EBS)

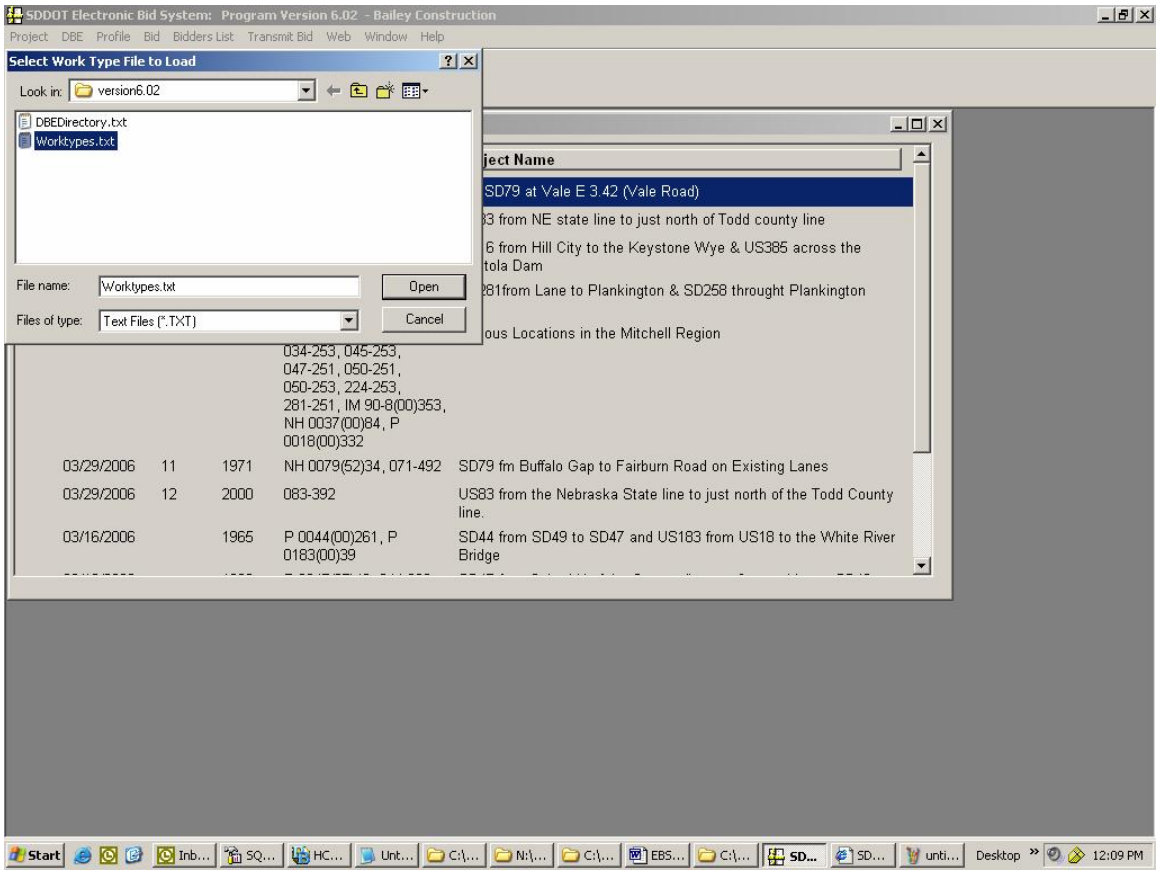
Load the Certified DBE Work Types into EBS

To load the Certified DBE Work Types into SDEBS:

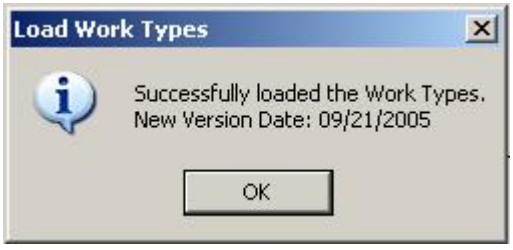
1. Open the SDEBS software
2. Select the DBE menu option
3. Select the Load Work Types menu option



4. A Select Work Type file to Load dialogue box will show. Select the worktypes.txt file


SDDOT Electronic Bid System: Program Version 6.02 - Bailey Construction
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Select Work Type File to Load
Look in: version6.02
DBEDirectory.txt
Worktypes.txt
File name: Worktypes.txt
Open
Files of type: Text Files (*.TXT)
Cancel
ject Name
SD79 at Vale E 3.42 (Vale Road)
3 from NE state line to just north of Todd county line
6 from Hill City to the Keystone Wye & US385 across the
tola Dam
281from Lane to Plankington & SD258 throught Plankington
ous Locations in the Mitchell Region
034-253, 045-253,
047-251, 050-251,
050-253, 224-253,
281-251, IM 90-8(00)353,
NH 0037(00)84, P
0018(00)332
03/29/2006 11 1971 NH 0079(52)34, 071-492 SD79 fm Buffalo Gap to Fairburn Road on Existing Lanes
03/29/2006 12 2000 083-392 US83 from the Nebraska State line to just north of the Todd County line.
03/16/2006 1965 P 0044(00)261, P 0183(00)39 SD44 from SD49 to SD47 and US183 from US18 to the White River Bridge
Start
Desktop
12:09 PM

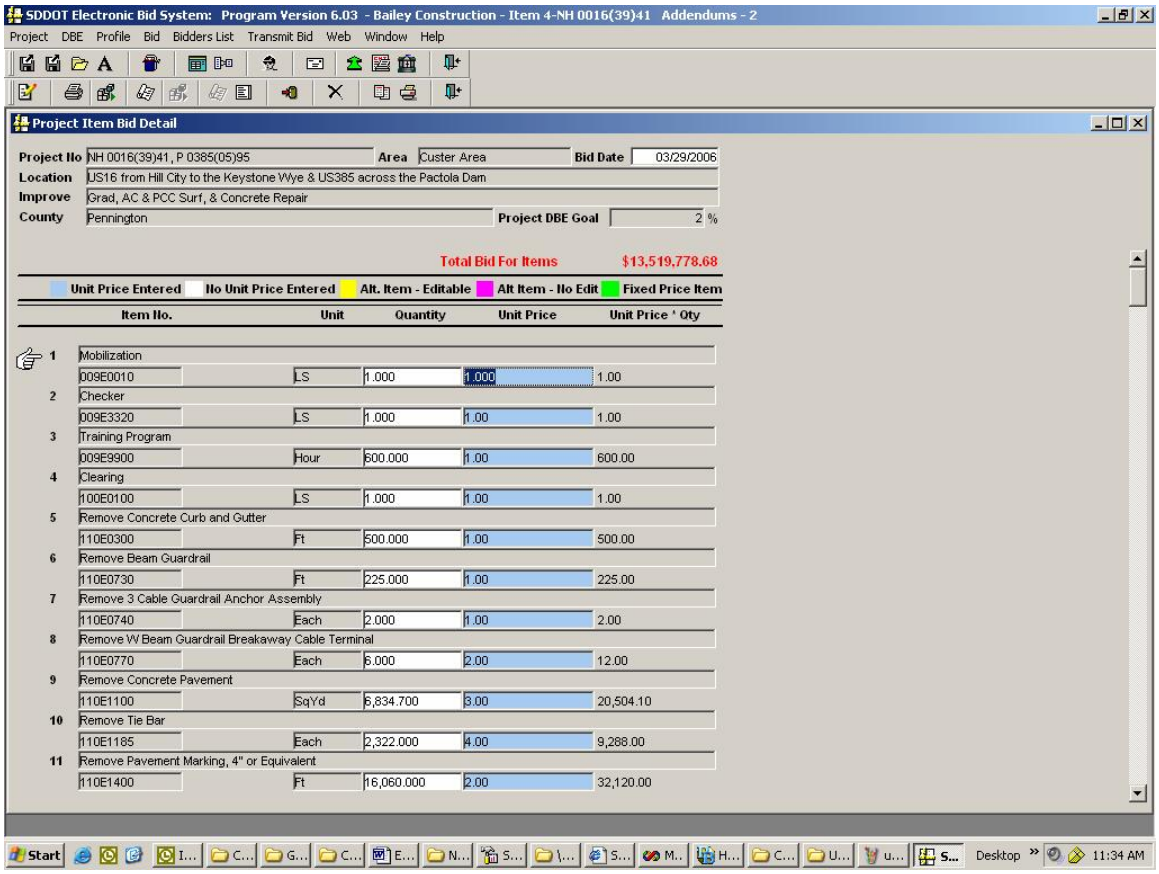
5. After highlighting the worktypes.txt file, click Open. The Work Types file will load into the software. You will receive a message when the load is complete



Create a DBE Commitment

PART A – RACE CONSCIOUS --- DBE Commitment

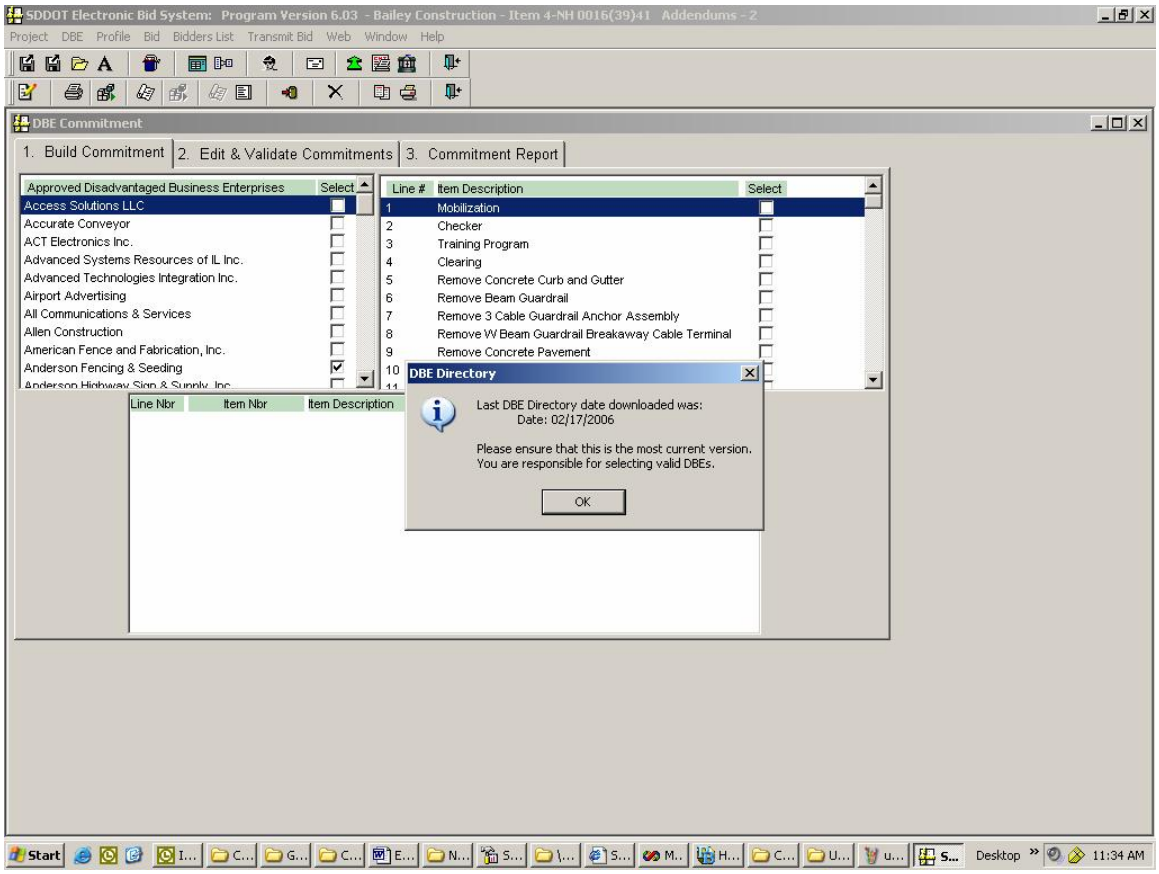
If a project has a Disadvantaged Business Enterprise (DBE) Goal assigned, a DBE Commitment is required (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window contains a non-zero percentage). A DBE Commitment is not required if a DBE goal is 'NONE" (i.e., the 'Project DBE Goal' in the 'Project Item Detail' Window contains 'NONE'). If a project's DBE goal is 'Not Specified', a DBE Commitment must still be created if a DBE sub-contractor is expected to perform or supply a portion of the project items (See Part B – Race Neutral DBE Participation). The following is an example of a project that has a DBE Goal assigned:


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No NH 0016(39)41, P 0385(05)95
Area Custer Area
Bid Date 03/29/2006
Location US16 from Hill City to the Keystone Wye & US385 across the Pactola Dam
Improve Grad, AC & PCC Surf, & Concrete Repair
County Pennington
Project DBE Goal 2 %
Total Bid For Items $13,519,778.68
Unit Price Entered
No Unit Price Entered
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Item No. Unit Quantity Unit Price Unit Price * Qty
1 Mobilization
009E0010 LS 1.000 1.000 1.00
2 Checker
009E3320 LS 1.000 1.00 1.00
3 Training Program
009E9900 Hour 600.000 1.00 600.00
4 Clearing
100E0100 LS 1.000 1.00 1.00
5 Remove Concrete Curb and Gutter
110E0300 Ft 500.000 1.00 500.00
6 Remove Beam Guardrail
110E0730 Ft 225.000 1.00 225.00
7 Remove 3 Cable Guardrail Anchor Assembly
110E0740 Each 2.000 1.00 2.00
8 Remove W Beam Guardrail Breakaway Cable Terminal
110E0770 Each 6.000 2.00 12.00
9 Remove Concrete Pavement
110E1100 SqYd 6,834.700 3.00 20,504.10
10 Remove Tie Bar
110E1185 Each 2,322.000 4.00 9,288.00
11 Remove Pavement Marking, 4" or Equivalent
110E1400 Ft 16,060.000 2.00 32,120.00
Start
Desktop
11:34 AM

To create a DBE Commitment (or to update an existing commitment), the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar. After the desired project is open, select *DBE* from the menu bar and Part A – Race Conscious by DBE - *DBE Commitment* from the drop-down menu (or click on the *Build DBE Commitment* icon on the tool bar). **It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment and submitting your bid.** (See the `Download the Certified DBE Contractors' section for more information.) As the 'DBE Commitment' Window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.

DBE Directory
Last DBE Directory date downloaded was:
Date: 08/19/2004
Please ensure that this is the most current version.
You are responsible for selecting valid DBEs.
OK

After replying *OK* to the warning message, the 'DBE Commitment' Window will be available to create or to continue to build the project's DBE Commitment.



Three steps are required to build a DBE Commitment. Note the three window tab descriptions on the above graphic:

Step 1_ Build Commitment

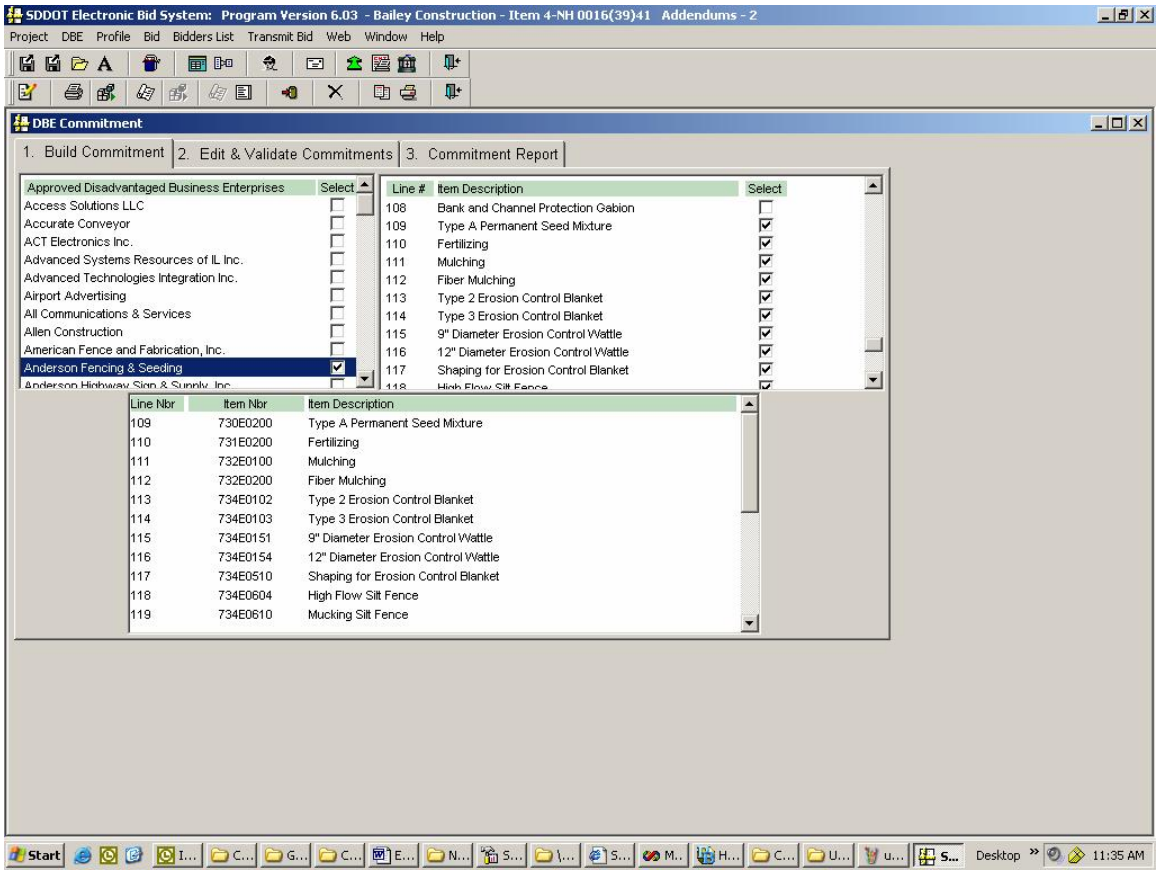
Step 2_ Edit & Validate Commitments

Step 3_ Commitment Report

Step 1_Build Commitment

By default, the '*Build Commitment*' tab of the 'DBE Commitment' Window is active. From the 'Approved Disadvantaged Business Enterprises' Window on the left, select a DBE sub-contractor that will perform some of the contract work by clicking in the 'Select' checkbox next to a sub-contractor's name. You can scroll through the list of contractors by using the scroll bar. If you do not see the contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors ' and 'Load Certified DBE Contractors in EBS ' sections).

After selecting a sub-contractor, select the item or items to be assigned to that sub-contractor by clicking in the 'Select' checkbox next to the item or items in the window on the right. You can scroll through the list of items by using the scroll bar. Once an item has been selected for that sub-contractor, the item will display in the window at the bottom. The following is an example where items have been selected for a sub-contractor:


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
DBE Commitment
1. Build Commitment
2. Edit & Validate Commitments
3. Commitment Report
Approved Disadvantaged Business Enterprises
Select
Access Solutions LLC
Accurate Conveyor
ACT Electronics Inc.
Advanced Systems Resources of IL Inc.
Advanced Technologies Integration Inc.
Airport Advertising
All Communications & Services
Allen Construction
American Fence and Fabrication, Inc.
Anderson Fencing & Seeding
Line #
Item Description
108 Bank and Channel Protection Gabion
109 Type A Permanent Seed Mixture
110 Fertilizing
111 Mulching
112 Fiber Mulching
113 Type 2 Erosion Control Blanket
114 Type 3 Erosion Control Blanket
115 9" Diameter Erosion Control Wattle
116 12" Diameter Erosion Control Wattle
117 Shaping for Erosion Control Blanket
Line Nbr
Item Nbr
Item Description
109 730E0200 Type A Permanent Seed Mixture
110 731E0200 Fertilizing
111 732E0100 Mulching
112 732E0200 Fiber Mulching
113 734E0102 Type 2 Erosion Control Blanket
114 734E0103 Type 3 Erosion Control Blanket
115 734E0151 9" Diameter Erosion Control Wattle
116 734E0154 12" Diameter Erosion Control Wattle
117 734E0510 Shaping for Erosion Control Blanket
118 734E0604 High Flow Silt Fence
119 734E0610 Mucking Silt Fence
Start
Desktop
11:35 AM

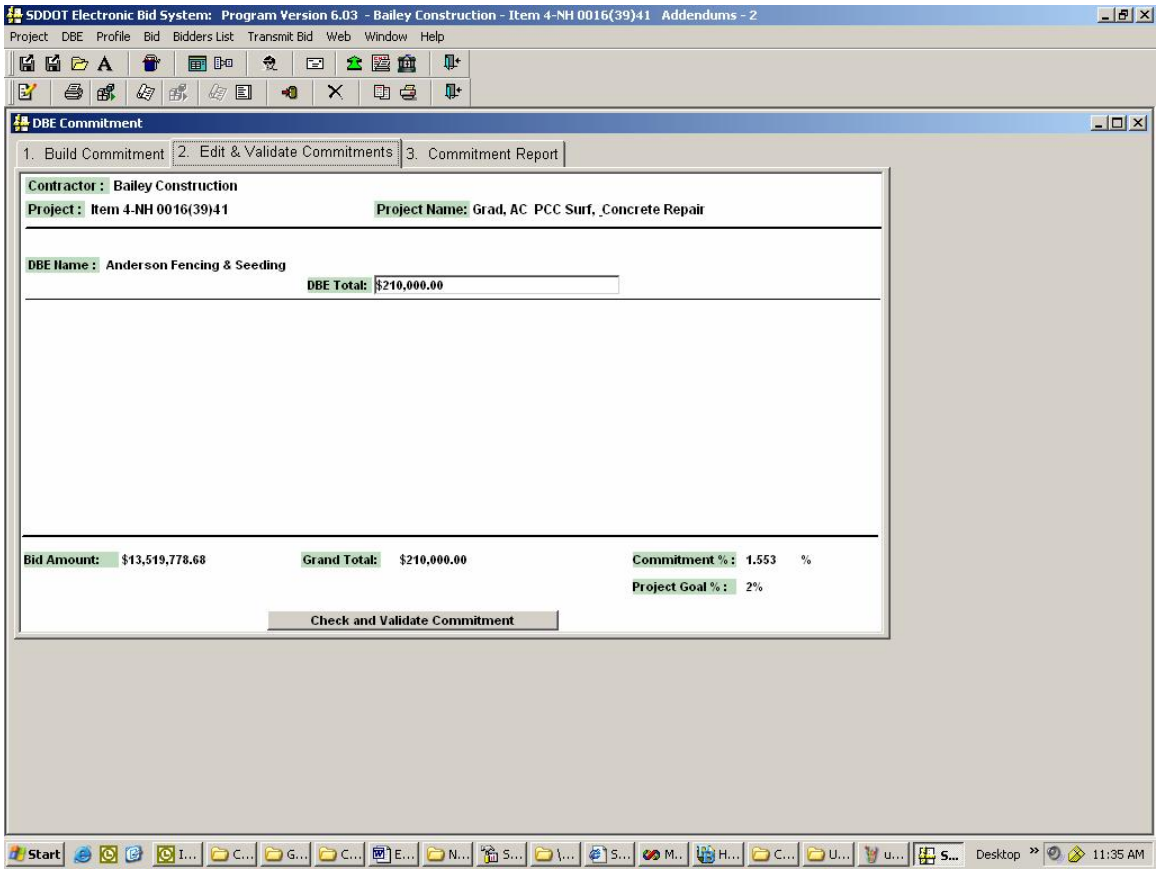
If you want to delete (or remove) a committed item from a sub-contractor, select the item in the window on the right of the '*Build Commitment*' tab and click in the 'Select' checkbox to remove the check. Reply '*Yes*' to the following message to delete the committed item from that sub-contractor or '*No*' to cancel the delete process.

If you want to delete (or remove) a sub-contractor from the DBE Commitment, select the contractor in the window on the left of the '*Build Commitment*' tab and click in the 'Select' checkbox to remove the check. Reply '*Yes*' to the following message to delete the sub-contractor from the Commitment or '*No*' to cancel the delete process.

If you want to delete the entire commitment, delete the individual sub-contractors from the 'DBE Commitment' Window.

Step 2_Edit and Validate Commitments

To edit or validate any item in the window at the bottom of the '*Build Commitment*' tab, click on the '*Edit & Validate Commitments*' tab. The following is an example of a Project's '*Edit & Validate Commitments*' tab window:


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
DBE Commitment
1. Build Commitment
2. Edit & Validate Commitments
3. Commitment Report
Contractor : Bailey Construction
Project : Item 4-NH 0016(39)41
Project Name: Grad, AC PCC Surf, Concrete Repair
DBE Name : Anderson Fencing & Seeding
DBE Total: $210,000.00
Bid Amount: $13,519,778.68
Grand Total: $210,000.00
Commitment % : 1.553 %
Project Goal % : 2%
Check and Validate Commitment

For each DBE that displays in the window, only the DBE Total column can be changed.

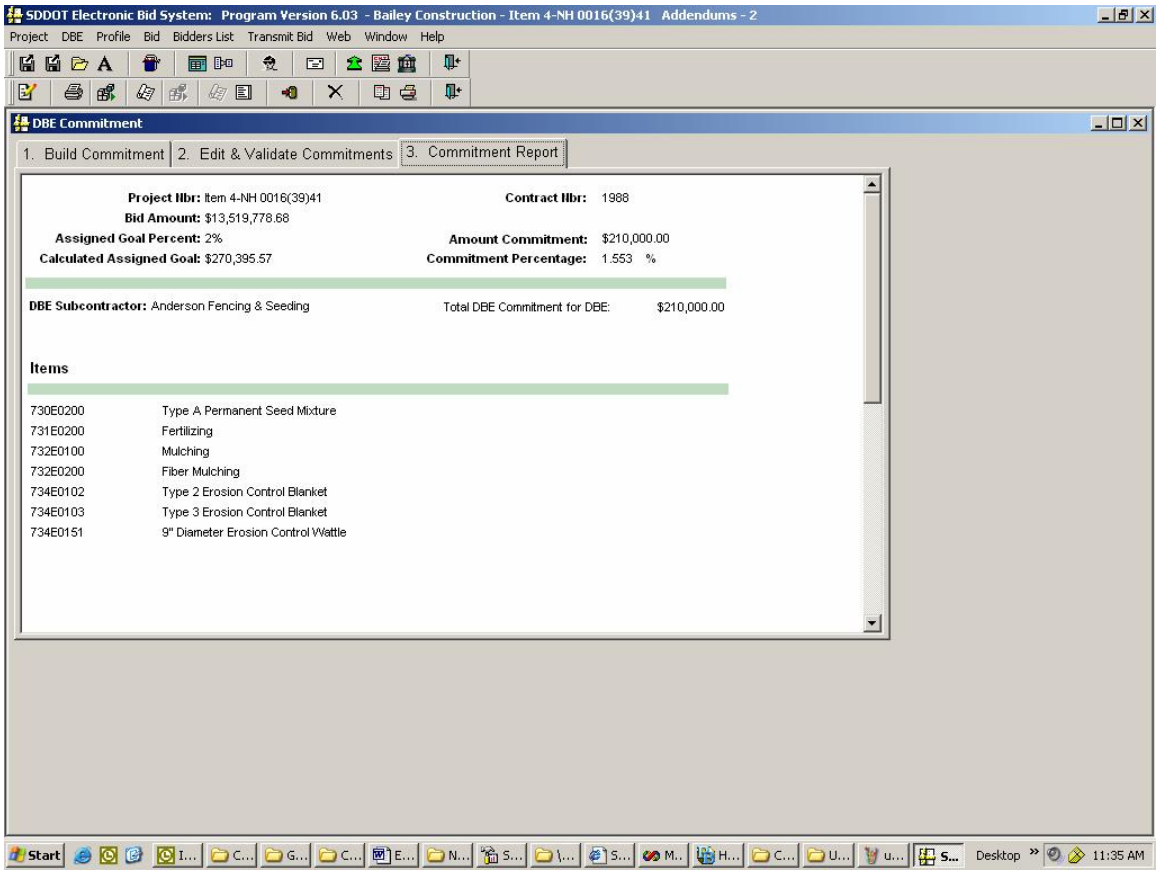
- 'DBE Total' - specify the dollar amount of this DBE Contractor will be commited to for the contract. The amount should not exceed the total bid amount. The default is $0.00.

To validate the data, click on the *Check and Validate Commitment* button at the bottom of the window. If an item is in error or is incomplete, an appropriate error message will be issued. If the commitment passes the validation check, a successful Check Commitment message will display. Reply *OK* to continue.

Save the DBE Commitment data by selecting *Project* from the menu bar and then *Save* from the drop-down menu (or click on the Save icon on the tool bar). If you close the 'DBE Commitment' Window and data needs to be saved, reply '*OK*' to the following message to save the data or '*Cancel*' to not save the data.

Step 3_Commitment Report

To view or create a report of the DBE Commitment, click on the '*Commitment Report* ' tab of the 'DBE Commitment' Window. If a valid commitment exists, a report similar to the following will display. Scroll through the report to review it or print it by clicking on the Printer icon on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
DBE Commitment
1. Build Commitment
2. Edit & Validate Commitments
3. Commitment Report
Project Nbr: Item 4-NH 0016(39)41
Contract Nbr: 1988
Bid Amount: $13,519,778.68
Assigned Goal Percent: 2%
Amount Commitment: $210,000.00
Calculated Assigned Goal: $270,395.57
Commitment Percentage: 1.553 %
DBE Subcontractor: Anderson Fencing & Seeding
Total DBE Commitment for DBE: $210,000.00
Items
730E0200 Type A Permanent Seed Mixture
731E0200 Fertilizing
732E0100 Mulching
732E0200 Fiber Mulching
734E0102 Type 2 Erosion Control Blanket
734E0103 Type 3 Erosion Control Blanket
734E0151 9" Diameter Erosion Control Wattle
Start
Desktop
11:35 AM

A DBE Commitment report can also be viewed and printed by selecting *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar). See the 'Transmit Bid ' section for more information about viewing and printing reports.

If a DBE Commitment cannot be created that meets the required goal, 'Good Faith Effort' documentation must be created and submitted to SDDOT by the low bidder.

If a project's DBE goal is 'Not Specified' and you have indicated that a subcontractor will perform or supply a portion of the project items by selecting the 'Intend to Sublet' checkbox on the bid submission window, you must submit supporting documentation. A DBE Commitment is required if a DBE subcontractor will be used to perform or supply a portion of the project items. Even if a project's DBE goal is 'Not Specified', a DBE Commitment must be created if a DBE subcontractor will be used to perform or

supply a portion of the project items. See `Part B – Race Conscious' section for more information on documentation requirements.

Create 'Good Faith Effort' Documentation

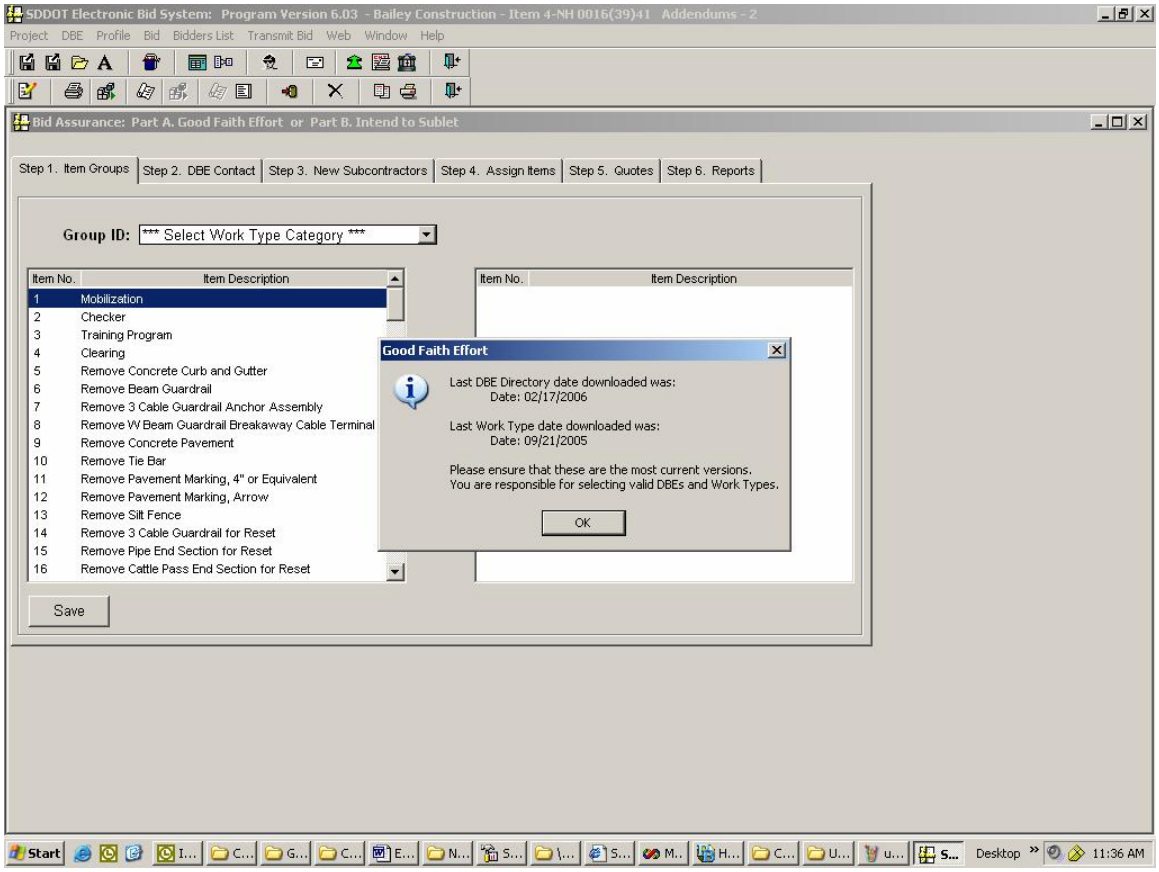
PART A – RACE CONSCIOUS --- Good Faith Effort

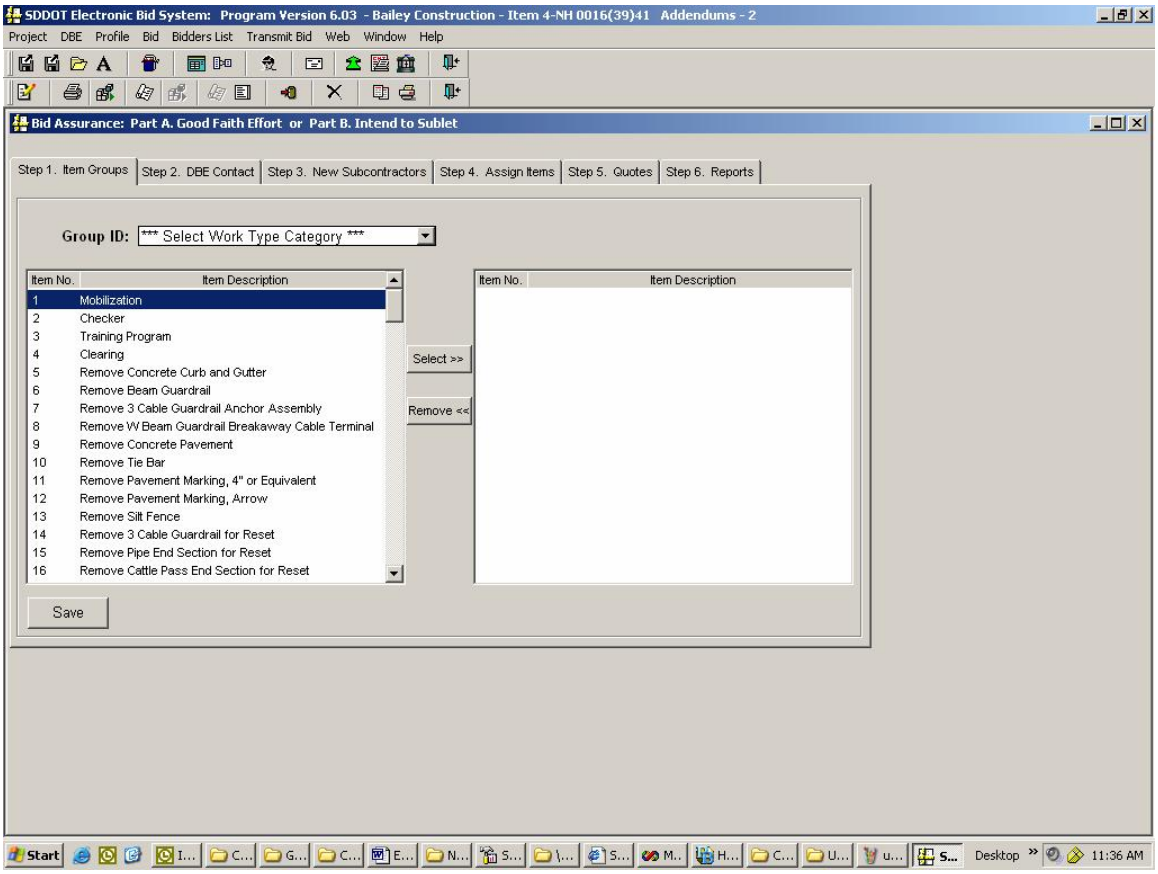
If a project has a Disadvantaged Business Enterprise (DBE) goal assigned, a DBE Commitment is required (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window contains a percentage). However, if a DBE Commitment cannot be created or the required goal cannot be met, 'Good Faith Effort' documentation must be provided to SDDOT by the low bidder. See the 'Create a DBE Commitment ' section for additional information about creating a DBE Commitment.

Please refer to the project's *Supplemental Specification Special Provisions*, Appendix A, for more information about Disadvantaged Business Enterprise commitment and 'Good Faith Effort' documentation requirements, specifically the '*Suggested Actions and Required Documentation to Demonstrate Good Faith Efforts to Comply with DBE Requirements*' section.

The following functions are provided in the EBS software to create documentation to support a 'Good Faith Effort' to meet the assigned DBE goal: DBE Contact Log and Quote Comparison.

Navigate to the 'Good Faith Effort' Documentation from the Menu Items 'DBE', 'Part A – Race Conscious By DBE' and then 'Good Faith Effort Documentation' or by the 'Good Faith Effort' icon on your Toolbar.


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Assurance: Part A. Good Faith Effort or Part B. Intend to Sublet
Step 1. Item Groups
Step 2. DBE Contact
Step 3. New Subcontractors
Step 4. Assign Items
Step 5. Quotes
Step 6. Reports
Group ID:
*** Select Work Type Category ***
Item No.
Item Description
1 Mobilization
2 Checker
3 Training Program
4 Clearing
5 Remove Concrete Curb and Gutter
6 Remove Beam Guardrail
7 Remove 3 Cable Guardrail Anchor Assembly
8 Remove W Beam Guardrail Breakaway Cable Terminal
9 Remove Concrete Pavement
10 Remove Tie Bar
11 Remove Pavement Marking, 4" or Equivalent
12 Remove Pavement Marking, Arrow
13 Remove Silt Fence
14 Remove 3 Cable Guardrail for Reset
15 Remove Pipe End Section for Reset
16 Remove Cattle Pass End Section for Reset
Good Faith Effort
Last DBE Directory date downloaded was:
Date: 02/17/2006
Last Work Type date downloaded was:
Date: 09/21/2005
Please ensure that these are the most current versions.
You are responsible for selecting valid DBEs and Work Types.
OK
Save
Start
Desktop
11:36 AM


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Assurance: Part A. Good Faith Effort or Part B. Intend to Sublet
Step 1. Item Groups
Step 2. DBE Contact
Step 3. New Subcontractors
Step 4. Assign Items
Step 5. Quotes
Step 6. Reports
Group ID:
*** Select Work Type Category ***
Item No.
Item Description
1 Mobilization
2 Checker
3 Training Program
4 Clearing
5 Remove Concrete Curb and Gutter
6 Remove Beam Guardrail
7 Remove 3 Cable Guardrail Anchor Assembly
8 Remove W Beam Guardrail Breakaway Cable Terminal
9 Remove Concrete Pavement
10 Remove Tie Bar
11 Remove Pavement Marking, 4" or Equivalent
12 Remove Pavement Marking, Arrow
13 Remove Silt Fence
14 Remove 3 Cable Guardrail for Reset
15 Remove Pipe End Section for Reset
16 Remove Cattle Pass End Section for Reset
Select >>
Remove <<
Item No.
Item Description
Save
Start
Desktop
11:36 AM

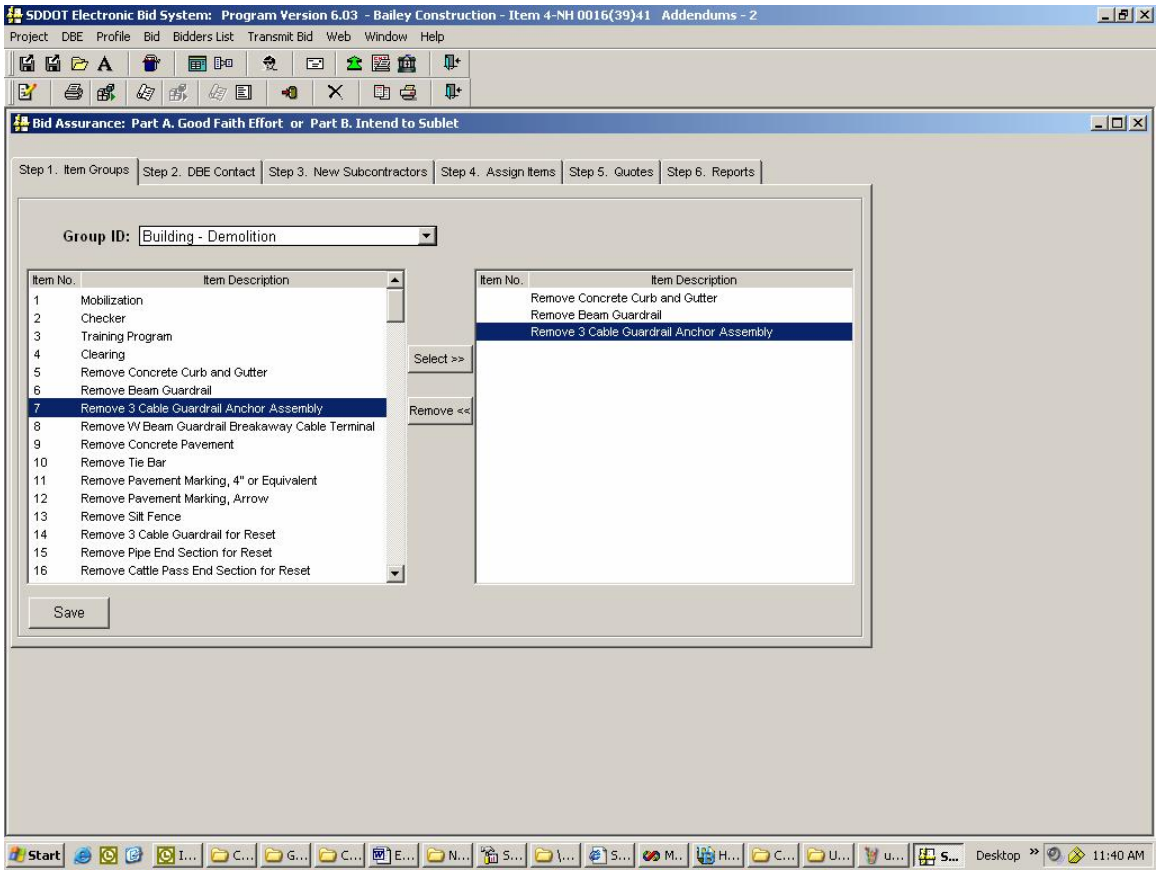
Grouping Items into Work Classifications

Project items can be grouped into work categories in order to solicit bids from subcontractors on similar types of project items. SDDOT has provided a list of typical work categories available on the SDDOT website to be downloaded and imported into EBS. (See `Download DBE Work Types' section for more information.)

Select the tab labeled ‘Step 1. Item Groups’. Select a Group ID that will identify the type of work to be performed. You can scroll through the list of work types by clicking on the down arrow to the right of the box and using the scroll bar. Once you have selected the Group ID, project items can be identified as part of the work type group.

The list of DBE work types is sometimes changed by SDDOT. If this occurs, a new list of work types will be available on the SDDOT website for you to download. See Download DBE Work Types section for more information.

Use the Select and Remove Buttons to add individual project items to the selected Group ID. Or Double Click the items to move them


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Assurance: Part A. Good Faith Effort or Part B. Intend to Sublet
Step 1. Item Groups
Step 2. DBE Contact
Step 3. New Subcontractors
Step 4. Assign Items
Step 5. Quotes
Step 6. Reports
Group ID: Building - Demolition
Item No. Item Description
1 Mobilization
2 Checker
3 Training Program
4 Clearing
5 Remove Concrete Curb and Gutter
6 Remove Beam Guardrail
7 Remove 3 Cable Guardrail Anchor Assembly
8 Remove W Beam Guardrail Breakaway Cable Terminal
9 Remove Concrete Pavement
10 Remove Tie Bar
11 Remove Pavement Marking, 4" or Equivalent
12 Remove Pavement Marking, Arrow
13 Remove Silt Fence
14 Remove 3 Cable Guardrail for Reset
15 Remove Pipe End Section for Reset
16 Remove Cattle Pass End Section for Reset
Select >>
Remove <<
Item No. Item Description
Remove Concrete Curb and Gutter
Remove Beam Guardrail
Remove 3 Cable Guardrail Anchor Assembly
Save
Start
Desktop
11:40 AM

Click the Save Button on the bottom of the window to save the Work Classification/Project Item group. You will see a 'Save Group' message box similar to the one below if the information was saved successfully.

You will be reminded to save if you close the window before clicking the Save Button. Click 'OK' to Save or 'N' to Exit. The 'Save Group' message box does not appear, but your data is saved in the database.

The Item Groups will now be available to assign to subcontractors (See Associating Project Item Work Groups with Contractors for more information.)

Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report.

DBE Contact Log

The 'DBE Contact Log' Window can be used to document DBE subcontractors you contacted in the process of your bid preparation. It allows you to select the DBE subcontractor name from a drop-down list and then indicate the date of contact, method of contact, result of the contact. You may also add comments to any contact record. The information entered into the 'DBE Contact Log' Window will be

used to create the Contact List Report and will be included as part of your electronic bid package. You also have the option to print a DBE Contact Log Report

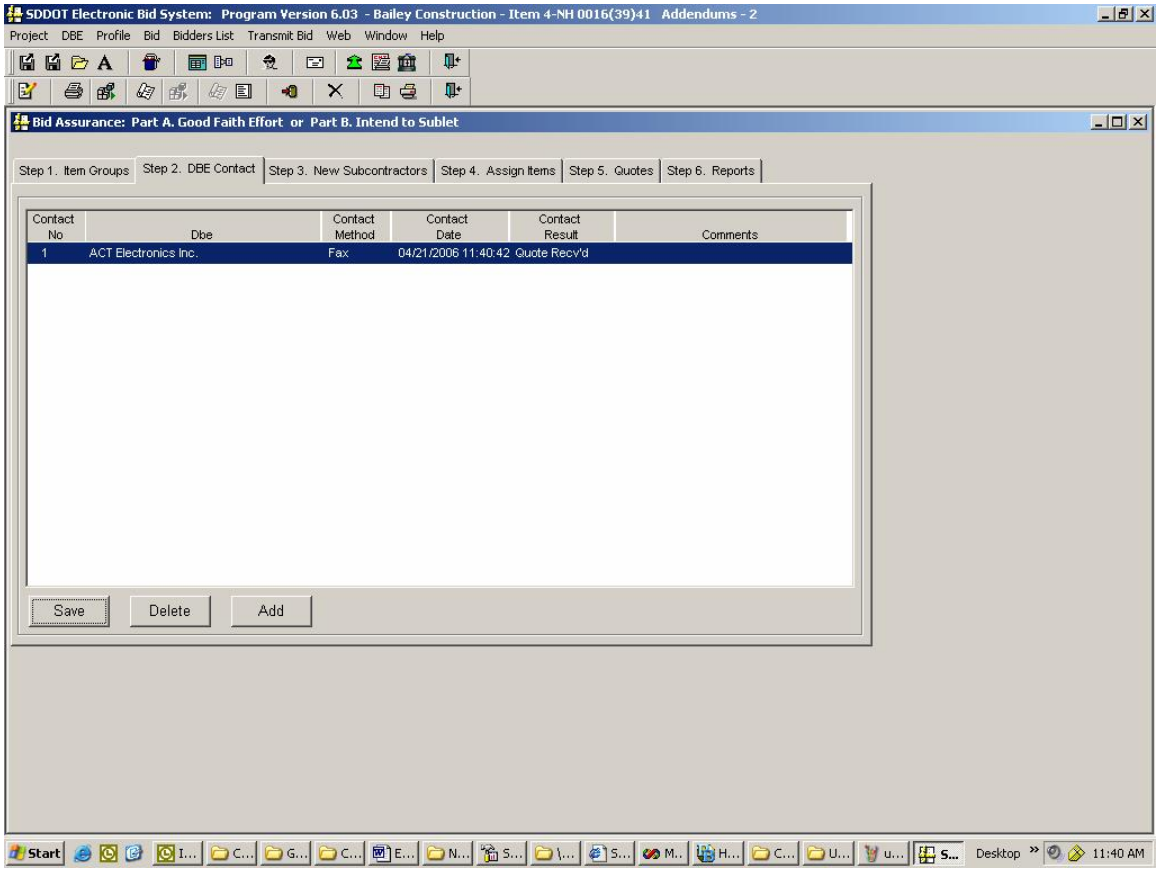
To create a DBE Contact Log (or to update an existing DBE Contact Log), the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

After the desired project is open, navigate to either

'**Part A – Good Faith Effort Documentation**' Window from either the Menu Items 'DBE', 'Part A – Race Conscious', and 'Good Faith Effort' Documentation' or by the 'Good Faith Effort Documentation' icon on your Toolbar.

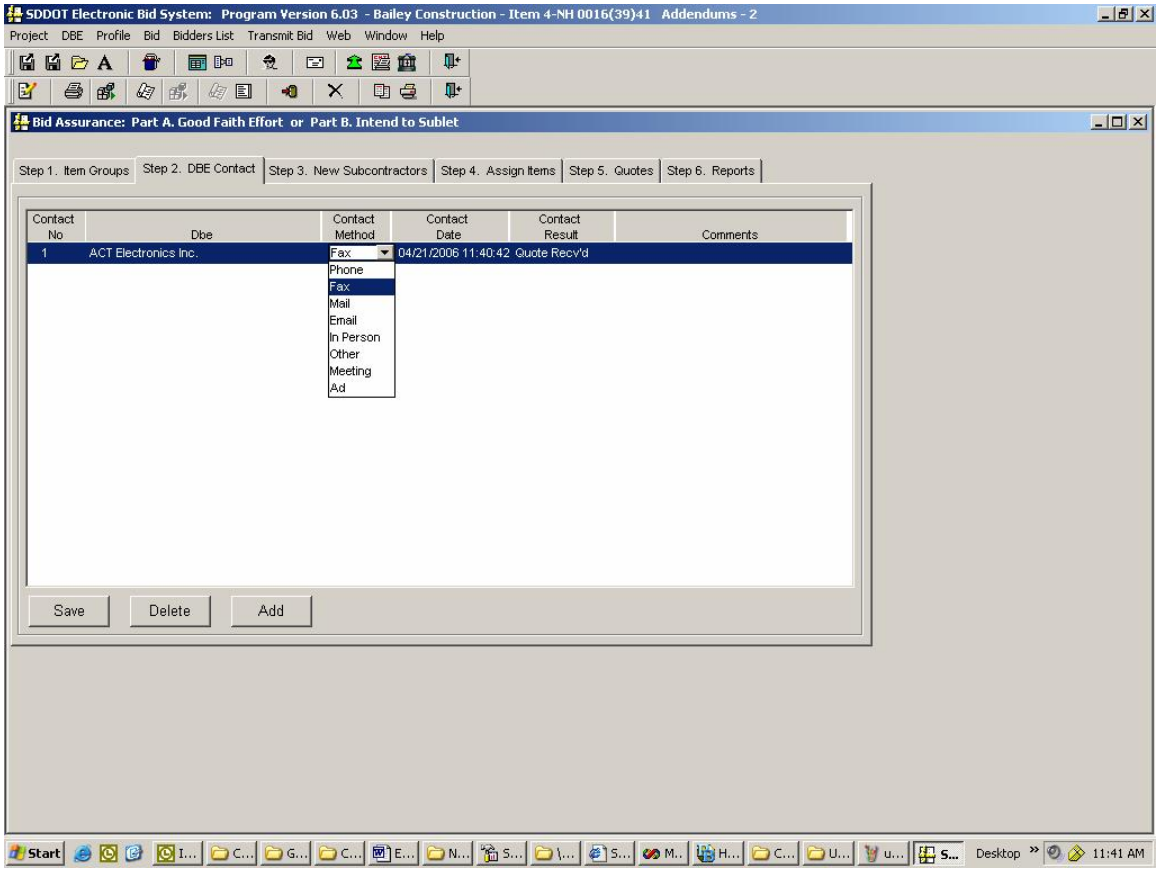
It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment and submitting your bid. (See the `Download the Certified DBE Contractors' section for more information.) As the window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.

After replying *OK* to the warning message, the Window will be available to create or to continue to build the DBE Contact Log.

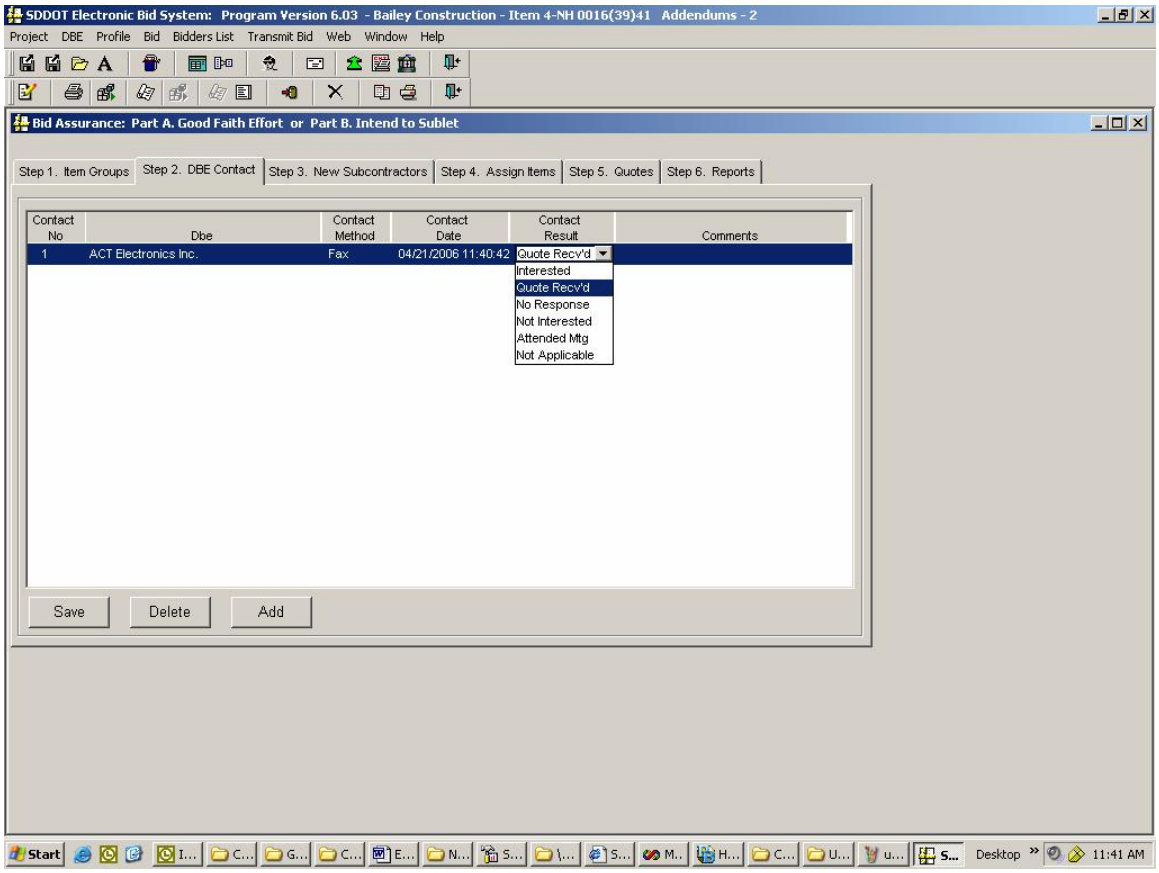


Select the tab labeled 'Step 2. DBE Contact'. Select a DBE sub-contractor that you are soliciting to perform some of the contract work by clicking in box under the 'DBE' column. You can scroll through the list of DBE contractors by clicking on the down arrow to the right of the box and using the scroll bar. If you do not see the DBE contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors ' and 'Load Certified DBE Contractors in EBS ' sections).

After selecting a sub-contractor, tab to the Contact Method column and select from the drop-down list.



Tab again and enter the Contact Date and one more tab to select the Contact Result.



You may also add comments appropriate for this contact. The Contact No. is generated each time you add a record to this window.

To Save the record, click the *Save* Button on the bottom of the window.

The Add button will generate a new blank record to enter another contact. Each record represents one contact, so if you make more than one attempt to contact a DBE, you will enter a record on this window for each attempt. If DBE firms are not interested or not responding, the Contact Log is the tool for documenting this situation.

To view the DBE Contact Log Report, click on the '*Step 6 Reports' tab. (* See DBE Contact Log Report section for more information.)

New Subcontractors (Non-DBE Companies)

This function is used to add company names and addresses for new Non-DBE companies submitting price quotes to you. Once the company name and address information has been added on this window, it will be listed in the drop down for selection when preparing Good Faith Effort Documentation or Intend to Sublet Documentation.

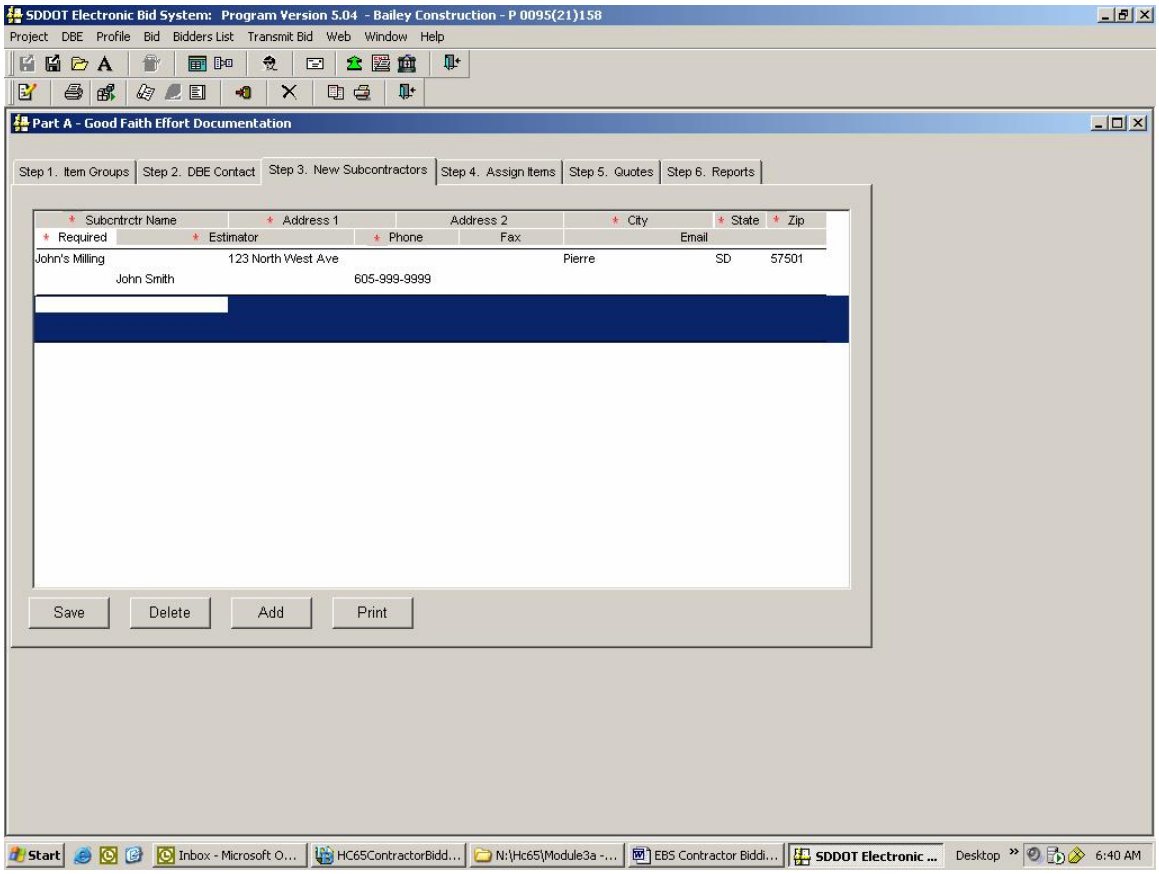
To create a Non-DBE Company (or to update an existing Non-DBE Company, the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

After the desired project is open, navigate to

'Part A – Good Faith Effort Documentation' Window from either the Menu Items 'DBE', 'Part A – Race Conscious', and 'Good Faith Effort' Documentation' or by the 'Good Faith Effort Documentation' icon on your Toolbar.

Before adding a new company, go to 'Step 4. Assign items' tab to see if they are on the contractor list. If they are not on the list, add them under 'Step 3 New Subcontractors' tab.

Select the tab labeled 'Step 3. New Subcontractors'. By clicking the Add Button on the bottom of the window, the fields become available for data entry. Once you have entered the name and address information, click the Save Button on the bottom of the window to add the Non-DBE Company to your contractor drop-down list for the project. The name may then be used in creating the Quote Comparison Report as part of the Race Neutral Documentation or in preparation of your Good Faith Effort Documentation.

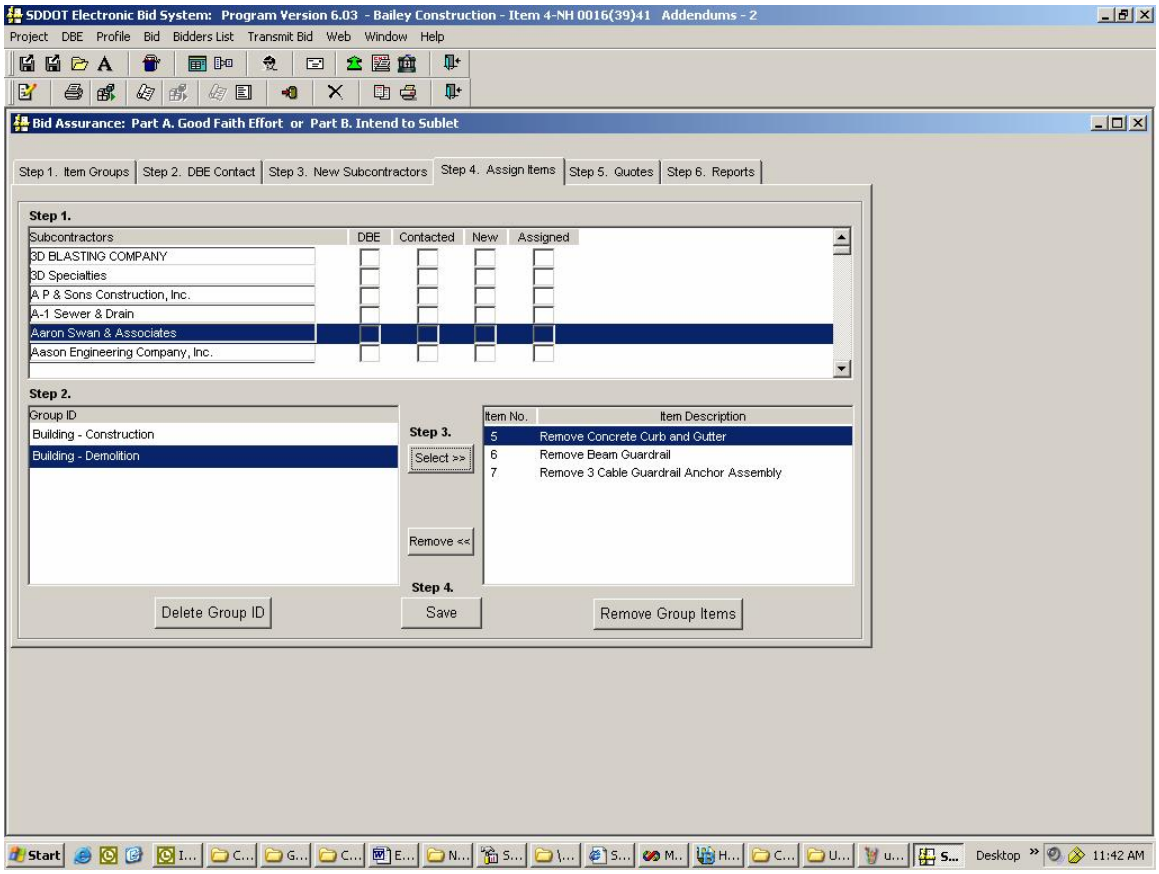


You may also print a report of the Non-DBE Companies by clicking the Print Button on the bottom of the window.

Associating Project Item Work Groups with Contractors

Select the tab labeled 'Step 4. Assign Items'. **Step 1**, Select a Subcontractor from the Subcontractor List Window. You can scroll through the list by using the scroll bar. This list will have all DBE and Non-DBE Contractors/Subcontractors downloaded from the SDDOT Website (DBE's will be identified with "X" in the "DBE" column), plus any new DBE and Non-DBE Contractors/Subcontractors you have added (identified with "X" in the "New" column). "X" in the "Contacted" column indicates the subcontractor was added in Tab 2. DBE Contact. "X" in the "Assigned" column indicates the subcontractor has been assigned to a Group Id.

Step 2, Once you have selected the Subcontractor, select a Group ID from the '*Group ID*' Window. All project item groups you created on tab labeled 'Step 1. Item Groups will be listed for your selection. (See Grouping Items into Work Classifications for more information). You may assign more than one group to the selected subcontractor. **Step 3,** Use the "Select" and "Remove Buttons" to select the item groups you wish to assign to the selected subcontractor. As you select a group from the '*Group ID'* window on the left, the individual project items in the group will show in the *'Item Description'* Window in the right. You may remove individual items from the *'Item Description'* window by using the Remove Button. However, if you do this, you will eliminate consistency among contractors bidding on the entire group of items.



Step 4, Click the "Save" button to save the Subcontractor and the associated Groups/Items.

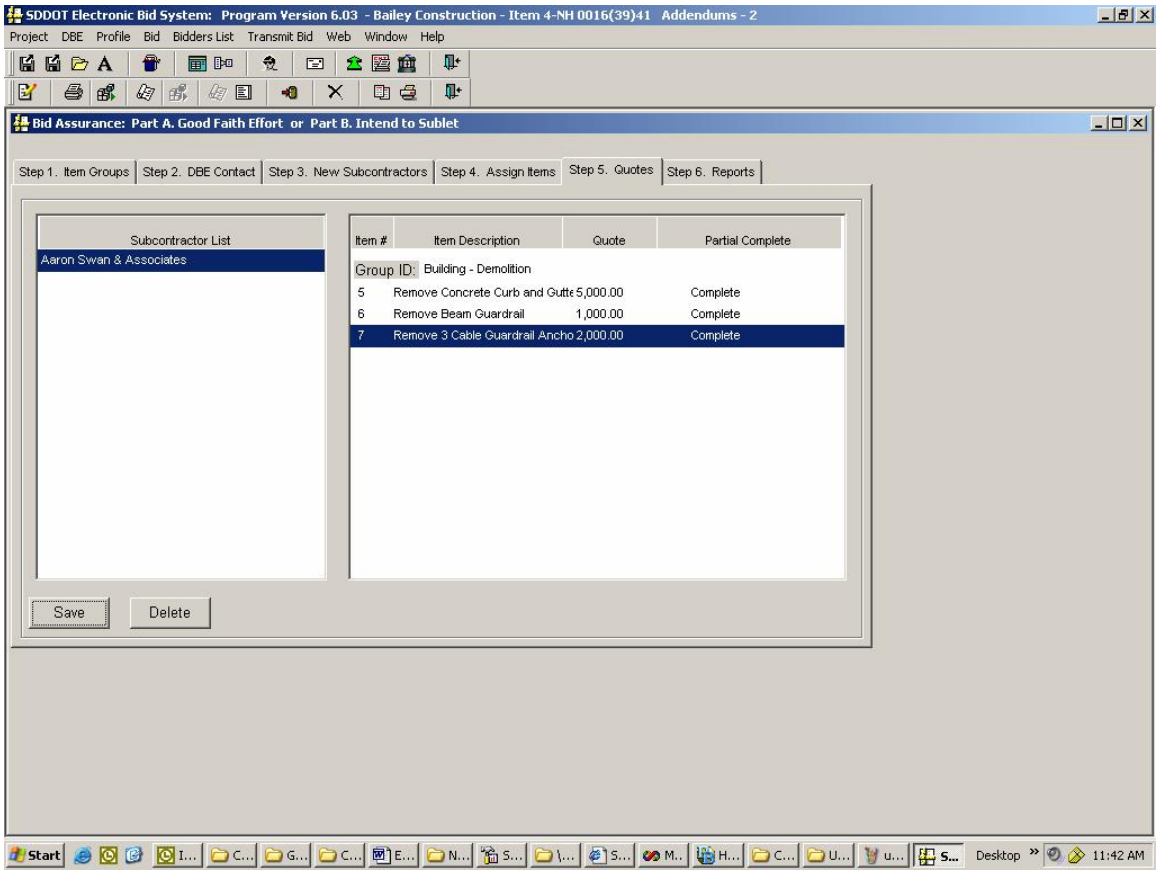
Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report.

Entering Price Quote Amounts

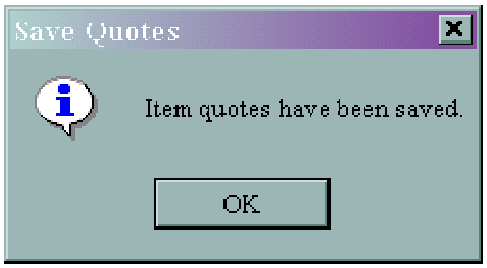
Please refer to the Quote Comparison Overview before entering information into this window.

Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report.

Select the Tab labeled 'Step 5. Quotes'. Select a Subcontractor from the List on the Left. Enter the quote amount and select a partial/complete item from the drop down list. Both are required for you to save quote information.


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Assurance: Part A. Good Faith Effort or Part B. Intend to Sublet
Step 1. Item Groups
Step 2. DBE Contact
Step 3. New Subcontractors
Step 4. Assign Items
Step 5. Quotes
Step 6. Reports
Subcontractor List
Aaron Swan & Associates
Item #
Item Description
Quote
Partial Complete
Group ID: Building - Demolition
5 Remove Concrete Curb and Gutte 5,000.00 Complete
6 Remove Beam Guardrail 1,000.00 Complete
7 Remove 3 Cable Guardrail Ancho 2,000.00 Complete
Save
Delete
Start
Desktop
11:42 AM

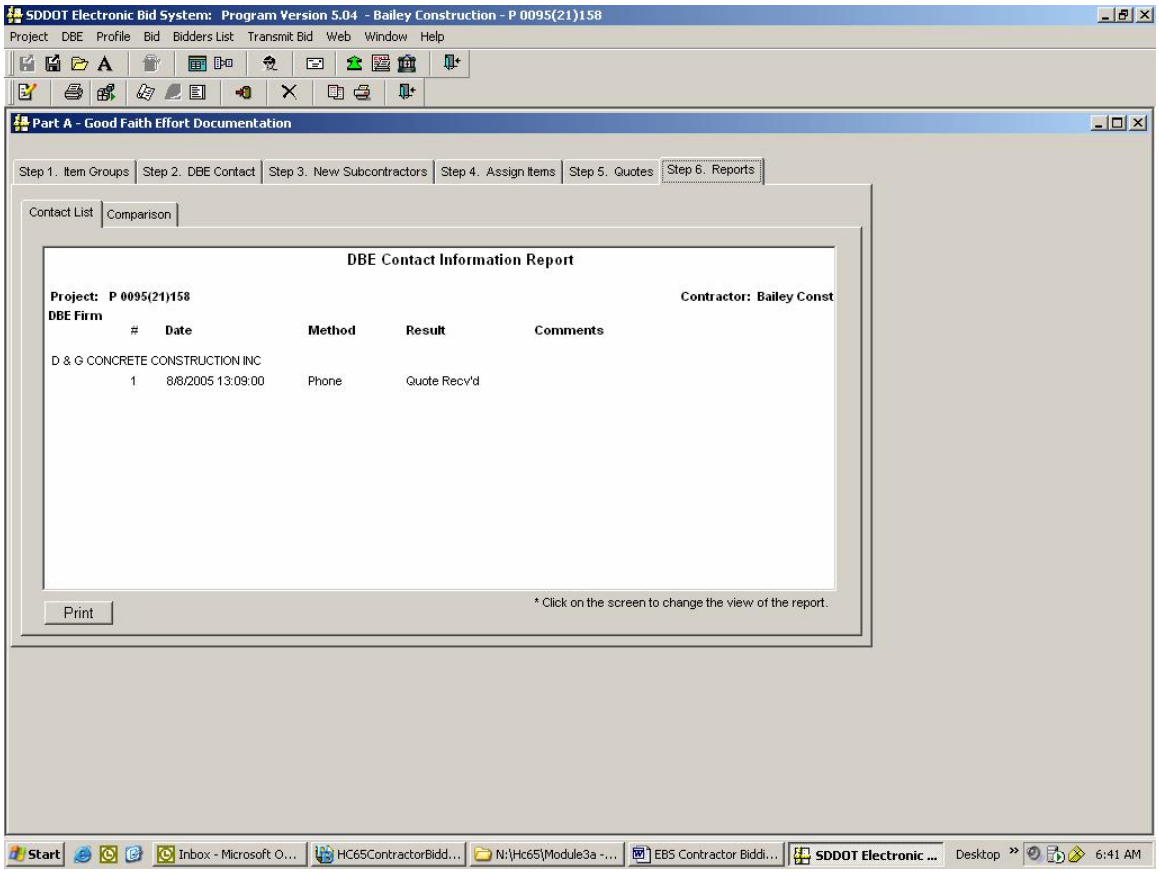
When you have completed entering the quotes, click the Save button on the bottom of the window. You should see a message box like the one below indicating that your data has been saved.



Once this step is complete, the Quote Comparison Report is available to review and print. The quote information will automatically be included in your bid packet.

DBE Contact Log Report

To view or create the DBE Contact Log Report, click on the '*Step 6. Reports* ' tab. If information exists (See DBE Contact Log for more information) , a report similar to the following will display.


SDDOT Electronic Bid System: Program Version 5.04 - Bailey Construction - P 0095(21)158
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Part A - Good Faith Effort Documentation
Step 1. Item Groups
Step 2. DBE Contact
Step 3. New Subcontractors
Step 4. Assign Items
Step 5. Quotes
Step 6. Reports
Contact List
Comparison
DBE Contact Information Report
Project: P 0095(21)158
Contractor: Bailey Const
DBE Firm
Date Method Result Comments
D & G CONCRETE CONSTRUCTION INC
1 8/8/2005 13:09:00 Phone Quote Recv'd
Print
* Click on the screen to change the view of the report.
Start
Inbox - Microsoft O...
HC65ContractorBidd...
N:\Hc65\Module3a -...
EBS Contractor Biddi...
SDDOT Electronic ...
Desktop
6:41 AM

Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the Window, clicking the Printer icon on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.

The information on the DBE Contact Log Report will be included as part of your bid packet.

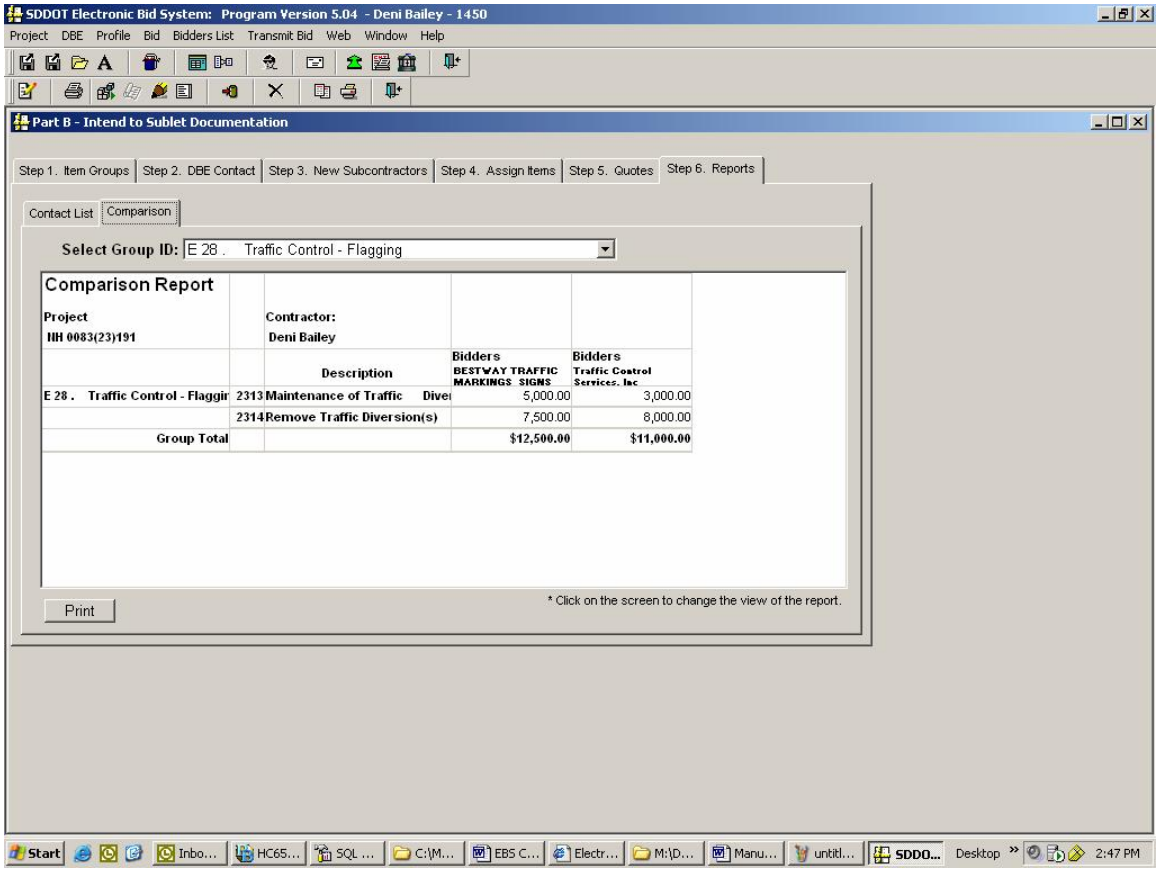
The DBE Contact Log Report can also be viewed and printed by selecting *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar). See the 'Transmit Bid ' section for more information about viewing and printing reports.

Quote Comparison Report

To view or create a report of the Quote Comparison Report, click on the '*Step 6. Reports* ' tab. If quote information exists, a report similar to the following will display. Steps for Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report**.**

Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the Window, clicking the Printer icon on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.

Use the scroll bar to view quote information received from all bidders. The far right column will indicate the low bid amount for each project item.



The Quote Comparison Report can also be viewed and printed by selecting *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar). See the 'Transmit Bid ' section for more information about viewing and printing reports.

DBE Commitment – Not Specified Goal

PART B – RACE NEUTRAL PARTICIPATION – By DBE --- DBE Commitment

If the DBE goal is 'Not Specified' on a federal aid project and you intend to have any subcontractor perform or supply a portion of the project items, you must include Race Neutral DBE Participation documentation with your bid.

The DBE Contact must be created to indicate your affirmative action efforts. The DBE Contact Log Report is provided in this software to fulfill this documentation requirement and will be included in the electronic bid file created by EBS if the contractor would like to include it. The DBE Contact Log is required if you intend to use DBE's for any work on the project. You may also view and print this report. (See the 'DBE Contact Log' section for more information.)

Additionally, if you intend to use a DBE subcontractor, create a DBE Commitment to indicate your intention for DBE participation on the project.

Please refer to DBE Commitment Part A for instructions on filling out the DBE Commitment. Refer to DBE Contact Log instructions below on filling in DBE Contact Log information.

DBE Contact Log

The 'Good Faith Effort Documentation' Window can be used to document DBE subcontractors you contacted in the process of your bid preparation. It allows you to select the DBE subcontractor name from a drop-down list and then indicate the date of contact, method of contact, result of the contact. You may also add comments to any contact record. The information entered into the 'Good Faith Effort Documentation' Window will be used to create the DBE Solicitation List Report and will be included as part of your electronic bid package. You also have the option to print a Good Faith Effort Documentation DBE Solicitation report

To create a Good Faith Effort Documentation (or to update an existing Good Faith Effort Documentation), the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

After the desired project is open, navigate to

'**Part B – Good Faith Effort Documentation**' Window from either the Menu Items 'DBE', 'Part B – Race Neutral', and 'Good Faith Effort Documentation' or by the 'Good Faith Effort Documentation' icon on your Toolbar.

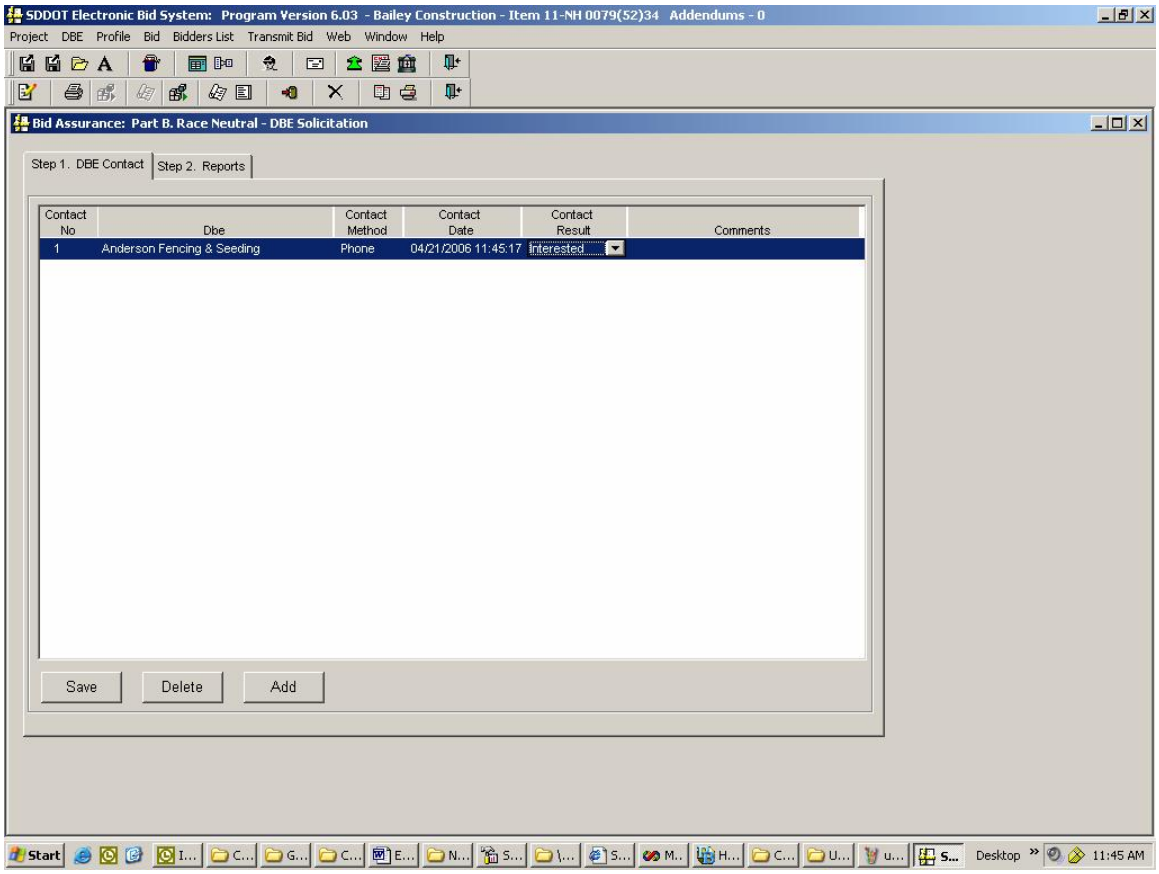
It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment and submitting your bid. (See the `Download the Certified DBE Contractors' section for more information.) As the window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.

After replying *OK* to the warning message, the Window will be available to create or to continue to build the Good Faith Effort Documentation.

Select the tab labeled 'Step 1. DBE Contact'. Select a DBE sub-contractor that you are soliciting to perform some of the contract work by clicking in box under the 'DBE' column. You can scroll through the list of DBE contractors by clicking on the down arrow to the right of the box and using the scroll bar. If you do not see the DBE contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors ' and 'Load Certified DBE Contractors in EBS ' sections).

After selecting a sub-contractor, tab to the Contact Method column and select from the drop-down list.

Tab again and enter the Contact Date and one more tab to select the Contact Result.



You may also add comments appropriate for this contact. The Contact No. is generated each time you add a record to this window.

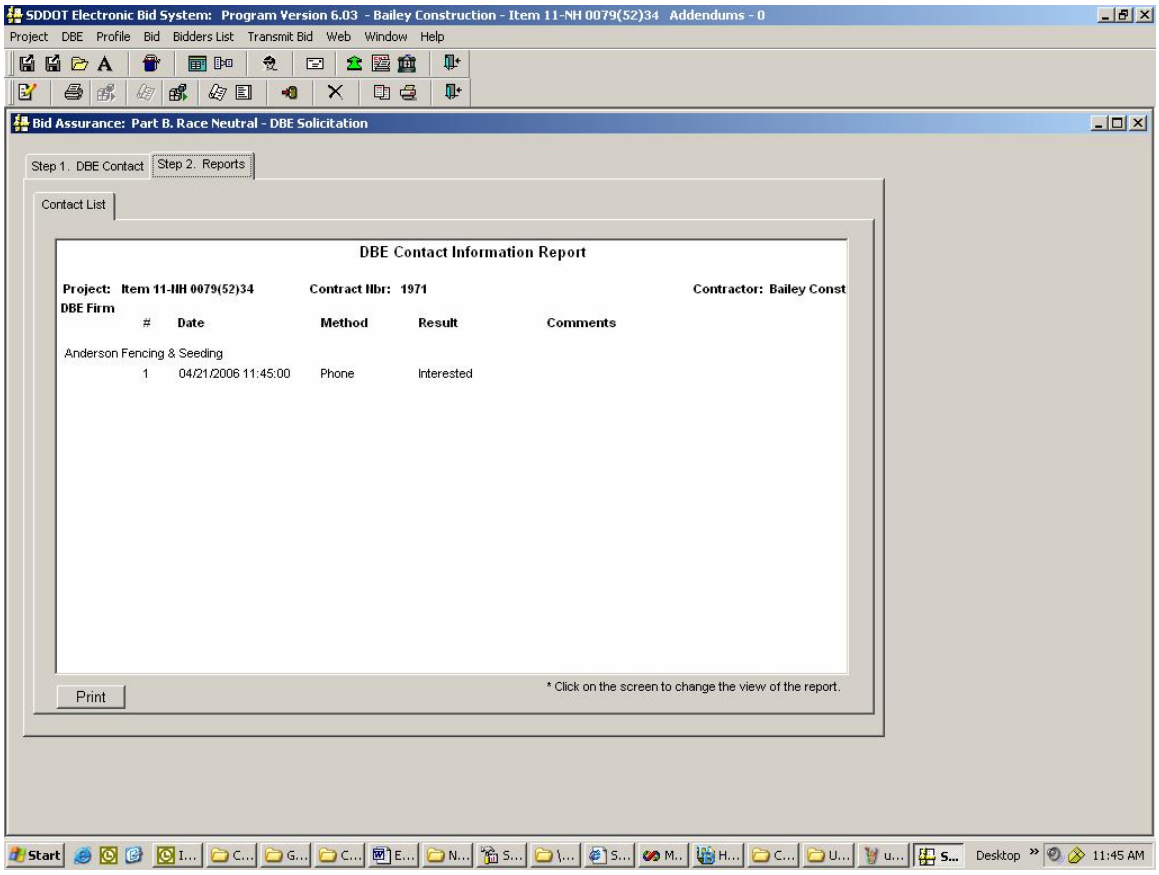
To Save the record, click the *Save* Button on the bottom of the window.

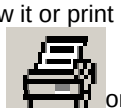
The Add button will generate a new blank record to enter another contact. Each record represents one contact, so if you make more than one attempt to contact a DBE, you will enter a record on this window for each attempt. If DBE firms are not interested or not responding, the Contact Log is the tool for documenting this situation.

To view the DBE Contact Log Report, click on the '*Step 2 Reports' tab. (* See DBE Contact Log Report section for more information.)

DBE Contact Log Report

To view or create the DBE Contact Log Report, click on the '*Step 2. Reports* ' tab. If information exists (See DBE Contact Log for more information) , a report similar to the following will display.


SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 11-NH 0079(52)34 Addendums - 0
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Assurance: Part B. Race Neutral - DBE Solicitation
Step 1. DBE Contact
Step 2. Reports
Contact List
DBE Contact Information Report
Project: Item 11-NH 0079(52)34
Contract Nbr: 1971
Contractor: Bailey Const
DBE Firm
Date Method Result Comments
Anderson Fencing & Seeding
1 04/21/2006 11:45:00 Phone Interested
* Click on the screen to change the view of the report.
Print
Start
Desktop
11:45 AM

Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the Window, clicking the Printer icon  on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.

The information on the DBE Contact Log Report will be included as part of your bid packet.

The DBE Contact Log Report can also be viewed and printed by selecting *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar). See the 'Transmit Bid ' section for more information about viewing and printing reports.

Bidders List

Bidders List Overview

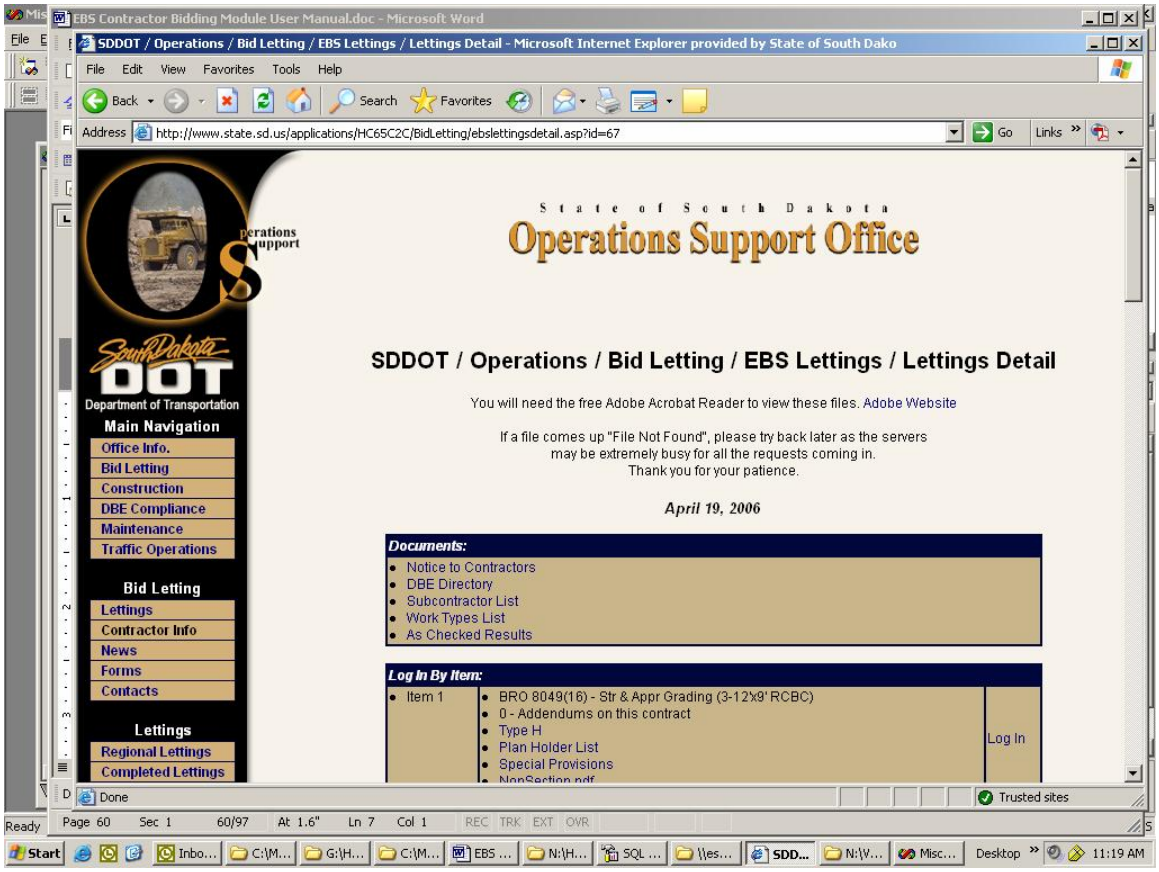
Federal regulations mandates SDDOT create and maintain a bidders list as part of the DBE annual goal setting methodology. SDDOT's Special Provisions, Appendix A – Bid Conditions, Section J(4) require all prime bidders on Federal-aid projects to submit a bidders list with their bid. The bidders list information consists of all bidders, **including** subcontractors, suppliers or service providers who will submit a bid for the project.

Download the SubContractors

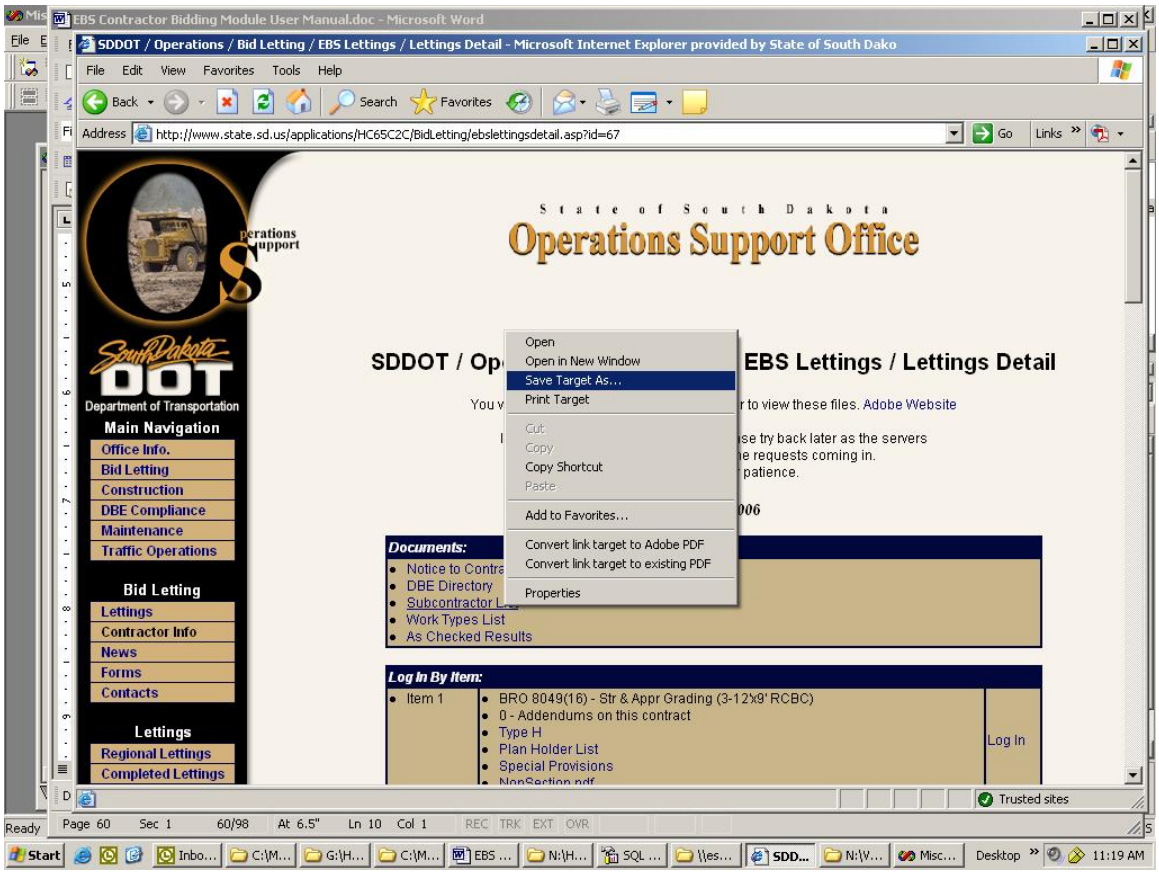
A list of subcontractors is maintained on SDDOT's website. This list is updated frequently to add and delete contractors; therefore, it is important that this list is downloaded and loaded in EBS in a timely manner prior to submitting a bid to insure that you have the most current list of subcontractors.

To download the SubContractors:

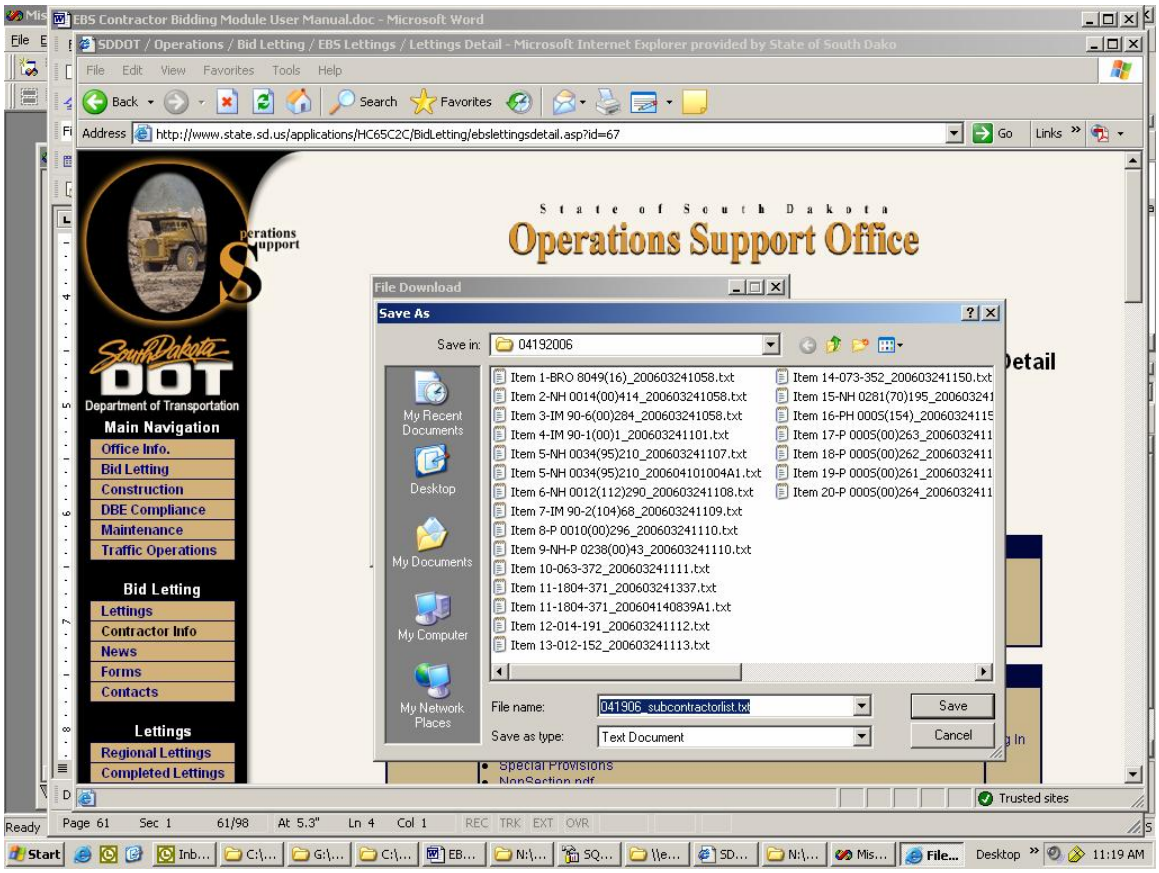
1. Click the following link: http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp
2. Select the letting on which you are bidding, the Subcontractor List will be under the Notice to Contractors.
3. Right click on the link Subcontractors


EBS Contractor Bidding Module User Manual.doc - Microsoft Word
SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail - Microsoft Internet Explorer provided by State of South Dako
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettingsdetail.asp?id=67
Go Links
State of South Dakota
Operations Support Office
SDDOT / Operations / Bid Letting / EBS Lettings / Lettings Detail
You will need the free Adobe Acrobat Reader to view these files. Adobe Website
If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in.
Thank you for your patience.
April 19, 2006
Documents:
Notice to Contractors
DBE Directory
Subcontractor List
Work Types List
As Checked Results
Log In By Item:
Item 1
BRO 8049(16) - Str & Appr Grading (3-12'x9' RCBC)
0 - Addendums on this contract
Type H
Plan Holder List
Special Provisions
Log In
Department of Transportation
Main Navigation
Office Info.
Bid Letting
Construction
DBE Compliance
Maintenance
Traffic Operations
Bid Letting
Lettings
Contractor Info
News
Forms
Contacts
Lettings
Regional Lettings
Completed Lettings
Done
Trusted sites
Page 60 Sec 1 60/97 At 1.6" Ln 7 Col 1
Ready
Start
11:19 AM

4. Select the Save Target As menu option.



5. The following save dialog box will show. Select the folder where you would like to save the file and click Save

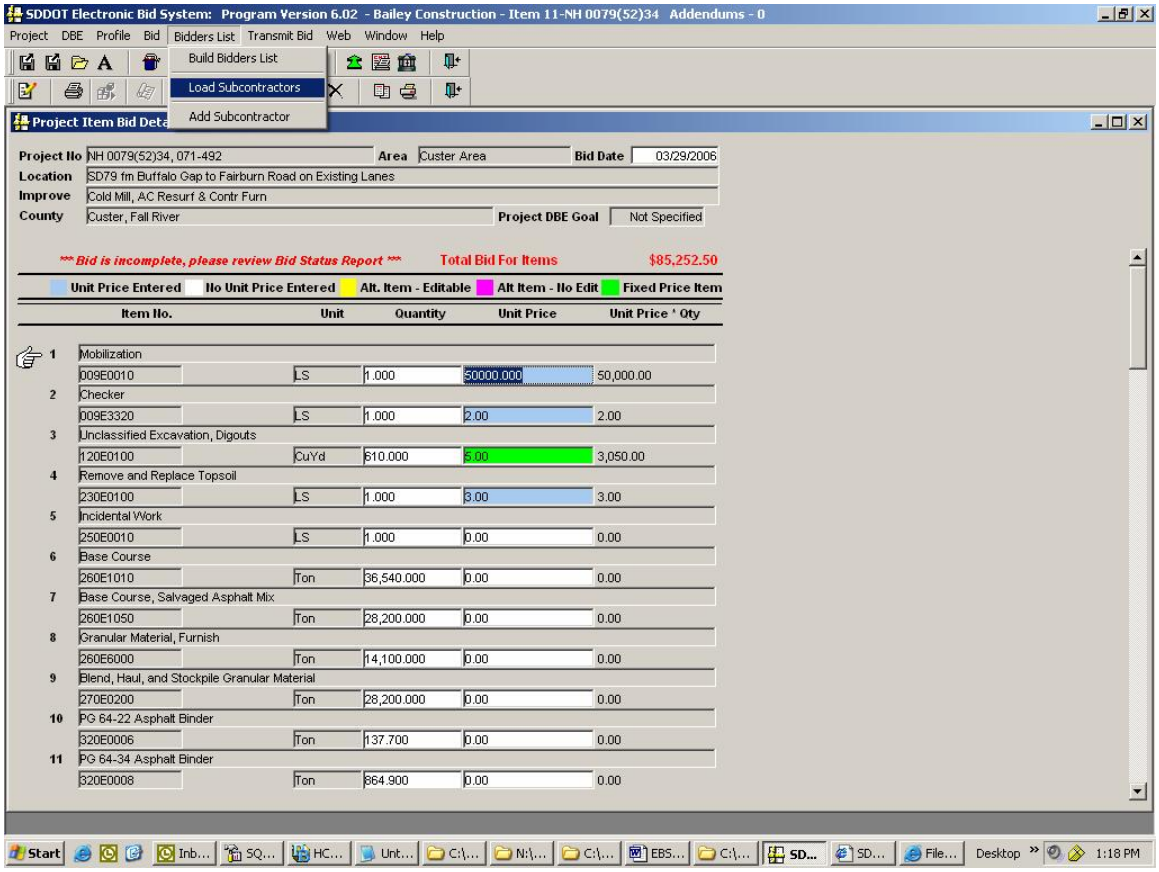


You will now be able to load the Subcontractor file into the EBS application (See Load SubContractors into EBS)

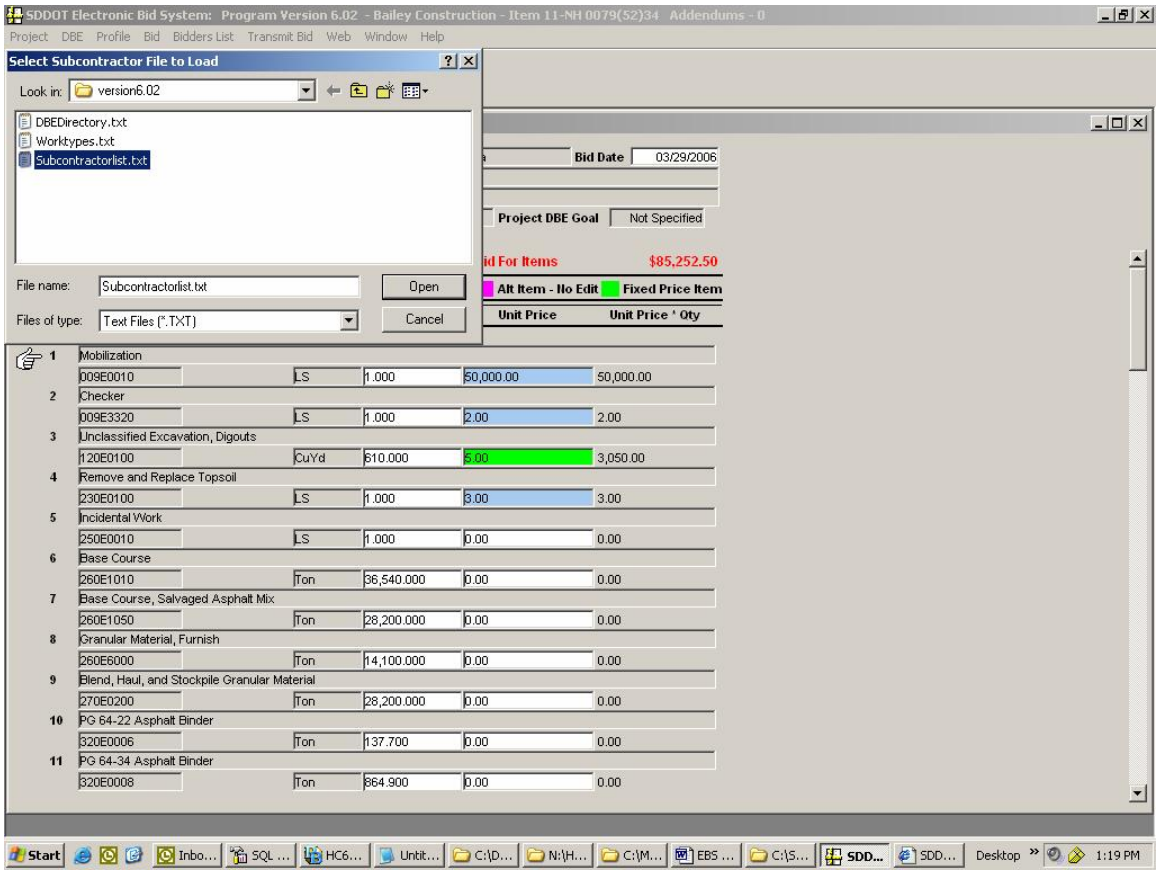
Load the SubContractors into EBS

To load the SubContractors into SDEBS:

1. Open the SDEBS software
2. Select the Bidders List menu option
3. Select the Load Subcontractors menu option


SDDOT Electronic Bid System: Program Version 6.02 - Bailey Construction - Item 11-NH 0079(52)34 Addendums - 0
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Build Bidders List
Load Subcontractors
Add Subcontractor
Project Item Bid Deta
Project No NH 0079(52)34, 071-492
Area Custer Area
Bid Date 03/29/2006
Location SD79 fm Buffalo Gap to Fairburn Road on Existing Lanes
Improve Cold Mill, AC Resurf & Contr Furn
County Custer, Fall River
Project DBE Goal Not Specified
*** Bid is incomplete, please review Bid Status Report ***
Total Bid For Items $85,252.50
Unit Price Entered
No Unit Price Entered
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Item No. Unit Quantity Unit Price Unit Price * Qty
1 Mobilization
009E0010 LS 1.000 50000.000 50,000.00
2 Checker
009E3320 LS 1.000 2.00 2.00
3 Unclassified Excavation, Digouts
120E0100 CuYd 610.000 5.00 3,050.00
4 Remove and Replace Topsoil
230E0100 LS 1.000 3.00 3.00
5 Incidental Work
250E0010 LS 1.000 0.00 0.00
6 Base Course
260E1010 Ton 36,540.000 0.00 0.00
7 Base Course, Salvaged Asphalt Mix
260E1050 Ton 28,200.000 0.00 0.00
8 Granular Material, Furnish
260E6000 Ton 14,100.000 0.00 0.00
9 Blend, Haul, and Stockpile Granular Material
270E0200 Ton 28,200.000 0.00 0.00
10 PG 64-22 Asphalt Binder
320E0006 Ton 137.700 0.00 0.00
11 PG 64-34 Asphalt Binder
320E0008 Ton 864.900 0.00 0.00
Start
1:18 PM

4. A Select Subcontractor File to Load dialogue box will show. Select the Subcontractorlist.txt file

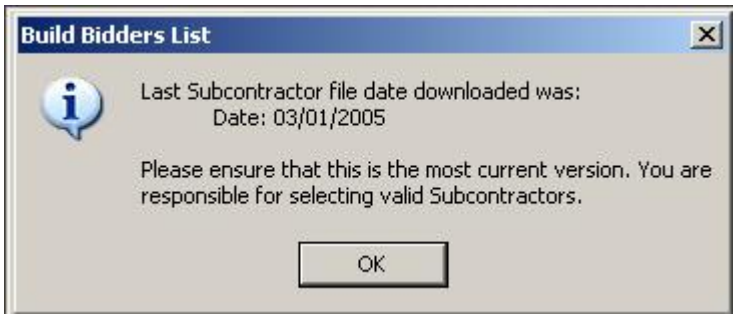

SDDOT Electronic Bid System: Program Version 6.02 - Bailey Construction - Item 11-NH 0079(52)34 Addendums - 0
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Select Subcontractor File to Load
Look in: version6.02
DBEDirectory.txt
Worktypes.txt
Subcontractorlist.txt
File name: Subcontractorlist.txt
Open
Files of type: Text Files (*.TXT)
Cancel
Bid Date 03/29/2006
Project DBE Goal Not Specified
$85,252.50
Alt Item - No Edit
Fixed Price Item
Unit Price
Unit Price * Qty
1 Mobilization 009E0010 LS 1.000 50,000.00 50,000.00
2 Checker 009E3320 LS 1.000 2.00 2.00
3 Unclassified Excavation, Digouts 120E0100 CuYd 610.000 5.00 3,050.00
4 Remove and Replace Topsoil 230E0100 LS 1.000 3.00 3.00
5 Incidental Work 250E0010 LS 1.000 0.00 0.00
6 Base Course 260E1010 Ton 36,540.000 0.00 0.00
7 Base Course, Salvaged Asphalt Mix 260E1050 Ton 28,200.000 0.00 0.00
8 Granular Material, Furnish 260E6000 Ton 14,100.000 0.00 0.00
9 Blend, Haul, and Stockpile Granular Material 270E0200 Ton 28,200.000 0.00 0.00
10 PG 64-22 Asphalt Binder 320E0006 Ton 137.700 0.00 0.00
11 PG 64-34 Asphalt Binder 320E0008 Ton 864.900 0.00 0.00
Start
Desktop
1:19 PM

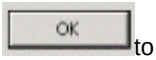
5. After highlighting the Subcontractorlist.txt file, click Open. The Subcontractor List will load into the software.
6. You will receive a message when the load is complete

Creating Bidders List

To create a Bidders List, the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu or click on the *Open Project* icon on the tool bar.

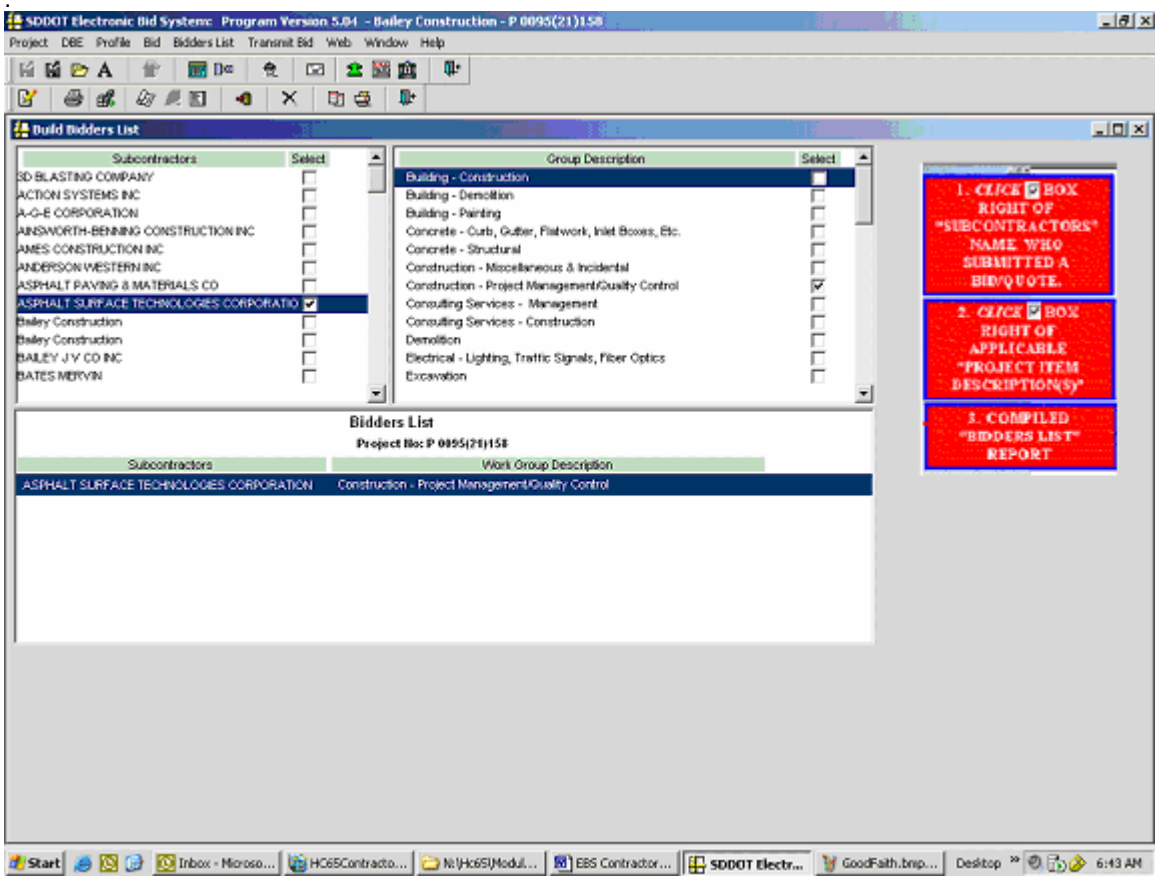
Confirm the project open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar. After the desired project is open, select ***Bidders List*** from the menu bar and ***Build Bidders List*** from the drop-down menu (or click the *Build Bidders List* icon on the toolbar). As the 'Build Bidders List' window opens, an informational message similar to the following will display to remind you of the effective date of the last 'Subcontractor' and 'Work Type' files you downloaded from the SDDOT website. Check this date with the last modified date on the SDDOT website to verify you have the current file loaded. (See `Load Subcontractors' and `Load Work Type' for additional information).


Build Bidders List
Last Subcontractor file date downloaded was:
Date: 03/01/2005
Please ensure that this is the most current version. You are responsible for selecting valid Subcontractors.
OK

After clicking 

to the warning message, the 'Build Bidders List' window will be available to create the Bidder List.

.



.**Upper Left Column:** Select the subcontractors, suppliers and service providers who submitted a bid to the prime bidder from the ***'Subcontractor'*** *list* by clicking in the select box to the right side of their name.

Upper Right Column: After selecting the subcontractor, select the applicable items from the 'Project Item Descriptions' by clicking in the box to the right of the item.

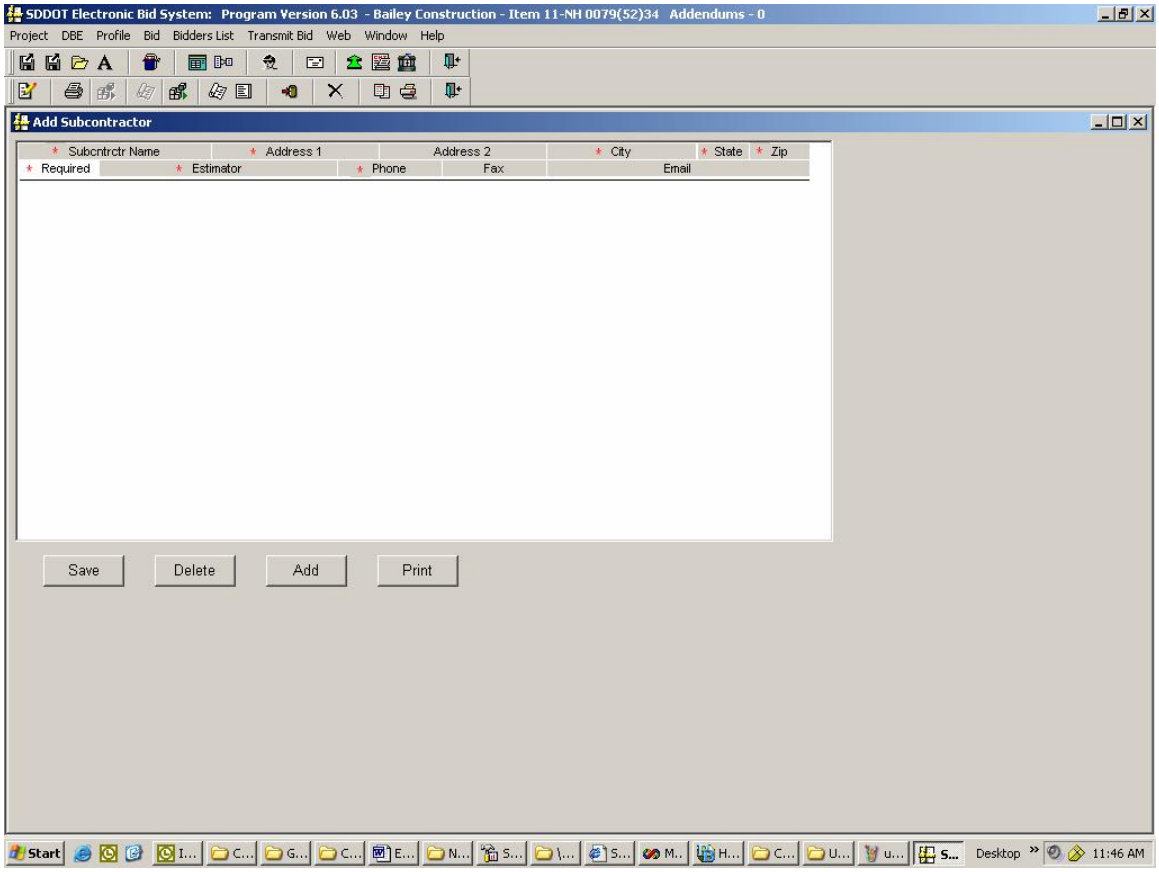
Bottom Section: Compiles the **"Bidders List"** for the selected contractor/subcontractors and applicable items.

To ***Print*** the bidders list from the bidders list window, click the icon on the toolbar. You can also print/view/edit the bidders list from the ***'Bid Submission and Check List'*** window.

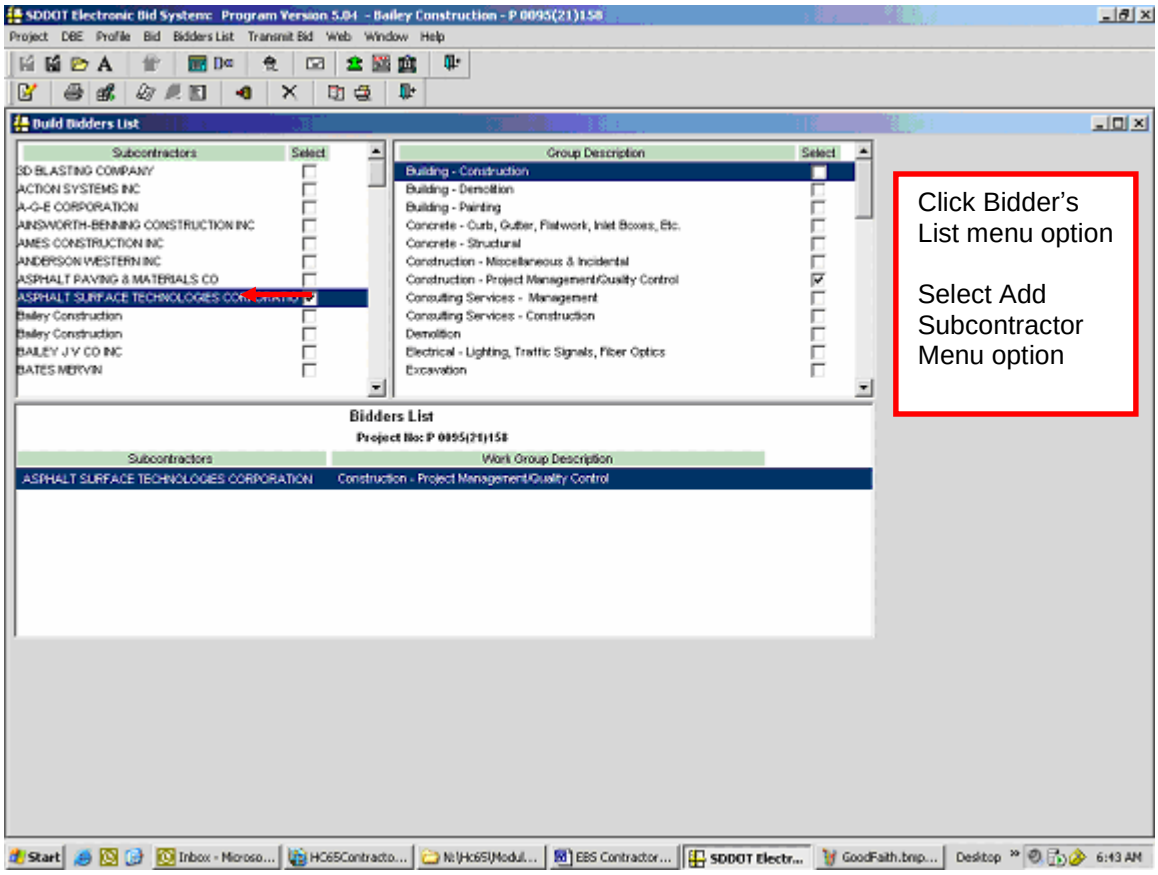
Select, ***'Transmit Bid'*** from the menu or the transmit bid icon from the toolbar.

Add Subcontractor

If a subcontractor's name does not appear in the "Bidders List ", "Good Faith" or "Intend to Sublet" windows for selection, use "Add Subcontractor".



New subcontractors name will be available for selection in the "Bidders List" and "Good Faith" windows:



Digital Certificate

Protecting your ID over the Internet

SDDOT requires that a digital certificate must sign a project bid submitted electronically over the Internet. The digital certificate confirms SDDOT that the information actually came from you and has not been forged or tampered with.

You must obtain a certificate and set up your browser to use the digital certificate. **NOTE: Internet Explorer Version 5.1 or later is required to access the Bid Data Repository.** Technical issues regarding the installation and setup of the certificate must be resolved with the issuer of the certificate.

Digital certificates are issued by independent licensed Certification Authorities. SDDOT has contracted with USERTrust to provide digital certificates and data repository services to bidding contractors. The bid repository is web-based designed to allow contractors to electronically sign and submit bids online with the highest form of legal and technological protections available.

Access is restricted to authorized digital certificate holders and all activities are tracked and recorded. The result is that USERTrust clients can submit bids electronically with full confidence that all transactions are legal and will remain binding over time.

See How to obtain a Certified Digital Certificate for instructions on how to get your certificate and access to the Bid Data Repository.

How to obtain a Certified Digital Certificate

If you are planning to submit a bid electronically, contact USERTrust or visit their website to obtain your digital certificate and set up your access to the data repository. Both must be completed before you will be able to submit an electronic bid.

Digital Certificates are issued for a period of one year. It is your responsibility to renew your certificate annually in order to not disrupt your ability to submit bids electronically. If you try to submit a bid with an expired certificate, you will not be allowed access to the USERTrust data repository. See Access To Bid Repository for more information on setting up your access to the data vault.

The SDDOT Bid Letting website has a link to the digital certificate application on the USERTrust website. The instructions below are also on the SDDOT Bid Letting website. Forms and detailed instructions are on the USERTrust website and presented to you as you fill out your certificate application. Please read and follow the UserTrust application instructions to prevent any delays.

Note: You will need the Username and Password given to you when you fill out the on-line information to apply for your certificate. Due to email being a non-secure communication, your Username and Password will not be emailed to you. Print the Instructions when they are shown to you in the application process. If you do not retain this information, you will need to begin the process over again with a new application.

Steps to Obtaining a Digital Certificate:

(1) **Fill out the On-line application**.

Follow the link on the SDDOT Construction Web Page

https://www.usertrust.com/installcert/apply.asp?id=17771

Labeled 'DIGITAL SIGNATURE APPLICATION'

(2) **PRINT the Forms and Instructions presented to you**

Read the documents carefully. Follow the instructions for the included forms.

The Username and Password needed to download your digital certificate are in the instructions (See Step 5). Save the documents you have printed in a safe place.

Do **not** sign the forms yet. You must sign the forms in the presence of the notary.

(3) **Have the forms notarized**

Take the required identification with you to the notary (See instructions with the forms).

Take the instructions to the notary. The notary will need them.

Sign the forms in the presence of the notary.

Have the notary complete the authentication form according to the instructions.

(4) **Mail or personally deliver the notarized forms and a check in the amount of $25.00 to**:

USERTrust, Inc.

265 East 100 South, Salt Lake City, UT 84111

Telephone: (801) 363-9748 Extension 114

Fax: (801) 363-9882

(5) **Download and Install your Digital Certificate**

USERTrust will email you within 24 hours after they receive your check and the notarized forms.

Follow the instructions in the email to download and install your certificate.

You will need the Username and Password given to you in the instructions you were asked to print (See Step 2 above) as you filled out the on-line application.

Access To Bid Repository

After receiving the email from UserTrust with the link to installing your certificate, you must install the certificate before you will be able to access the bid repository.

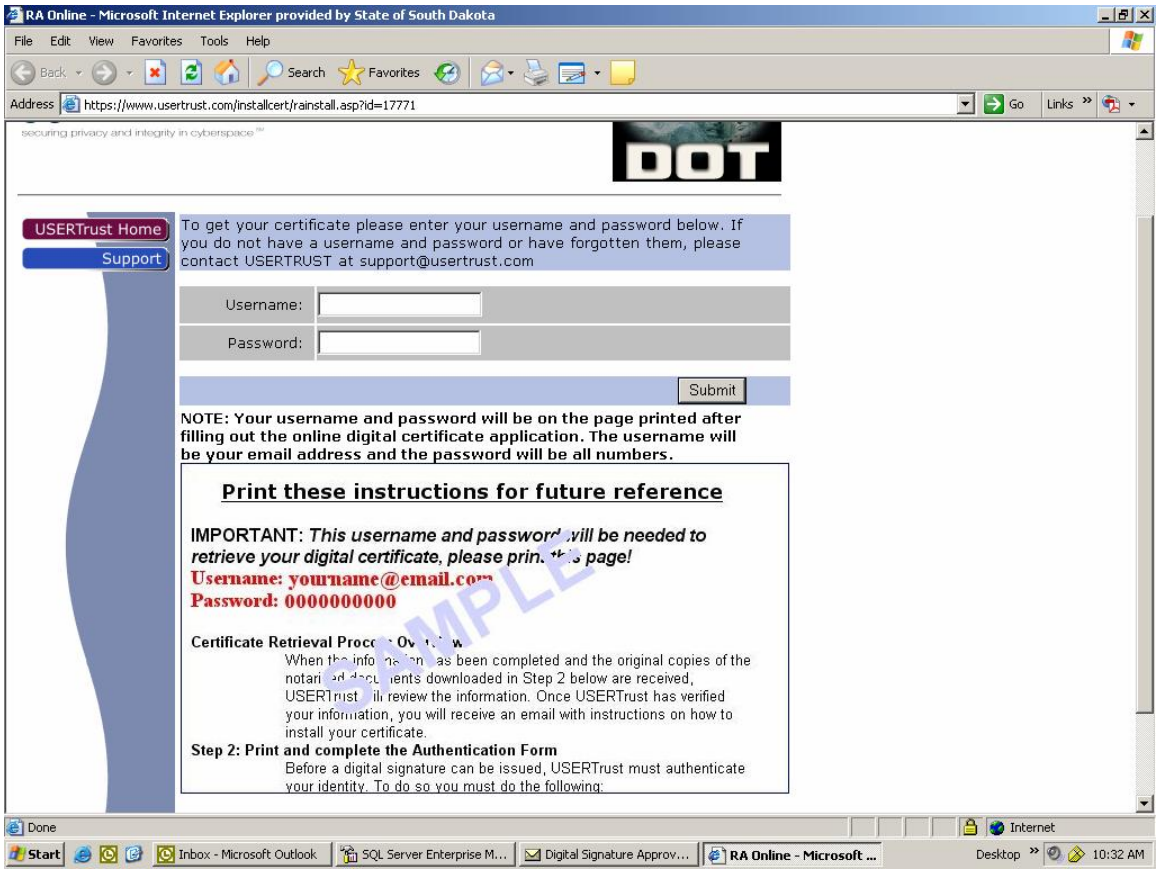
When you apply for your digital certificate, USERTrust will issue the certificate and notify you via email that the certificate is available for installation on your computer. See How to obtain a Certified Digital Certificate for more information.

Note: You will need the username and password given to you when you filled out the on-line information to apply for your certificate. Due to email being a non-secure communication, your username and password will not be emailed to you. Write down the username and password or print them when they are given to you in the application process.

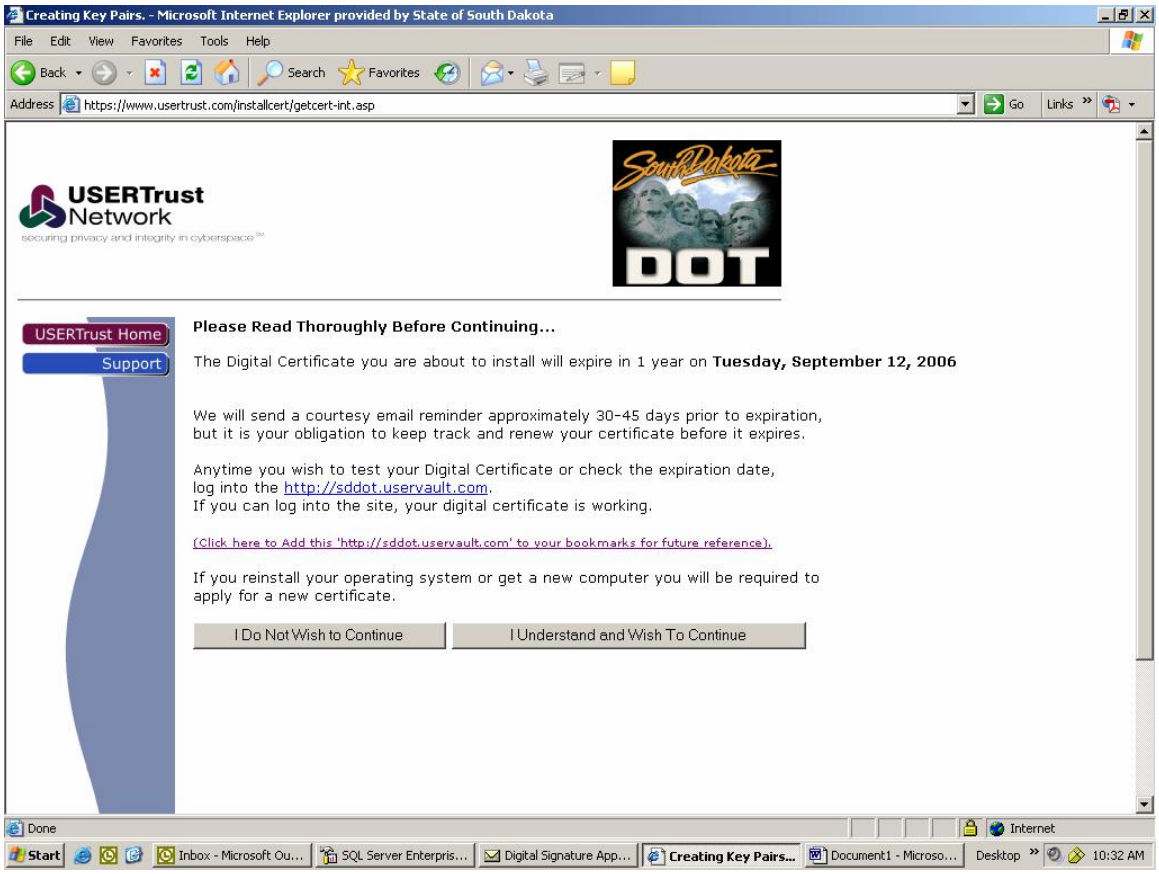
You will then go to the USERTrust web page that will be in the email you received from them. As you download and install your certificate, your vault access should be completed automatically. Allow 2-3 weeks for completion of the requirements to receive your certificate and set up your access.

NOTE: Internet Explorer Version 5.1 or later is required to access the Bid Data Repository.

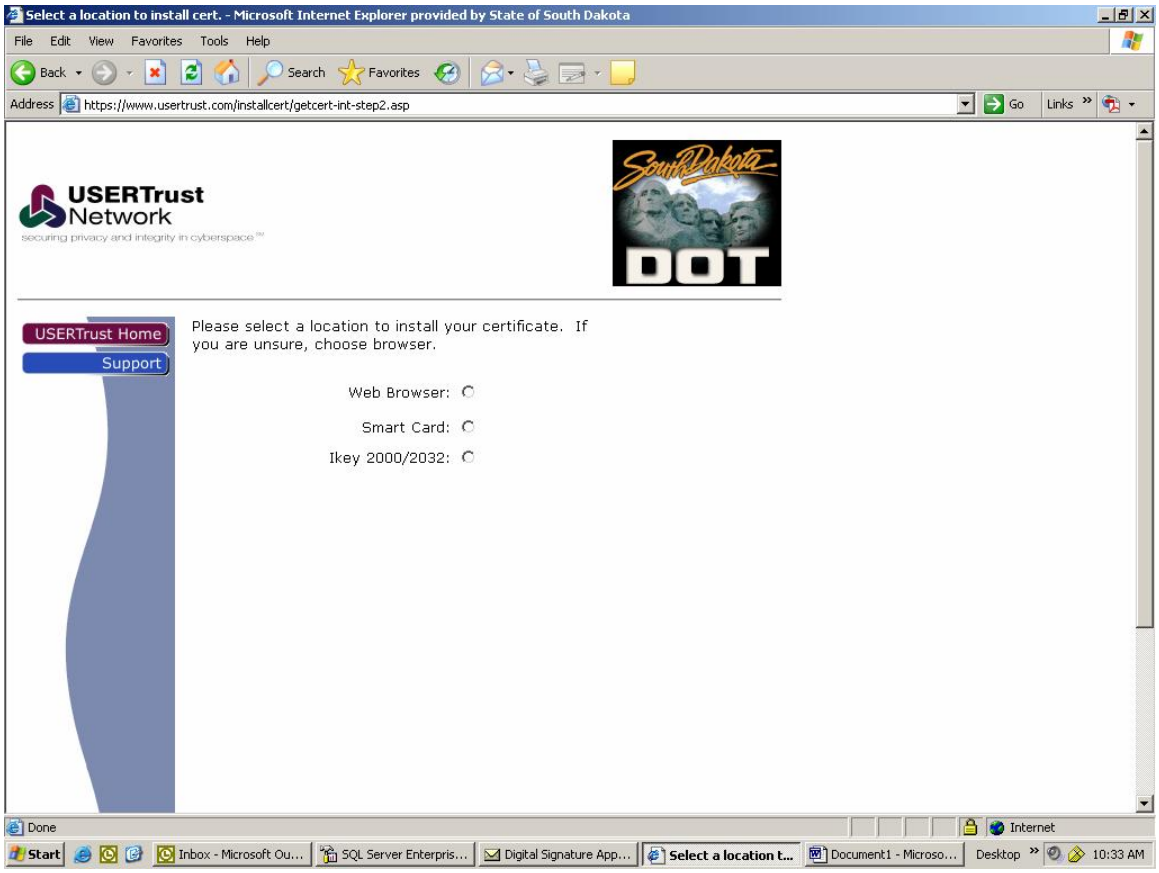
When you receive the email from UserTrust with the link, click it. You will be taken to a page similar to the following:


RA Online - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Address https://www.usertrust.com/installcert/rainstall.asp?id=17771
securing privacy and integrity in cyberspace
DOT
USERTrust Home
Support
To get your certificate please enter your username and password below. If you do not have a username and password or have forgotten them, please contact USERTRUST at support@usertrust.com
Username:
Password:
Submit
NOTE: Your username and password will be on the page printed after filling out the online digital certificate application. The username will be your email address and the password will be all numbers.
Print these instructions for future reference
IMPORTANT: This username and password will be needed to retrieve your digital certificate, please print this page!
Username: yourname@email.com
Password: 0000000000
Certificate Retrieval Process Overview
When the information has been completed and the original copies of the notarized documents downloaded in Step 2 below are received, USERTrust will review the information. Once USERTrust has verified your information, you will receive an email with instructions on how to install your certificate.
Step 2: Print and complete the Authentication Form
Before a digital signature can be issued, USERTrust must authenticate your identity. To do so you must do the following:
SAMPLE
Done
Internet
Start
Inbox - Microsoft Outlook
SQL Server Enterprise M...
Digital Signature Approv...
RA Online - Microsoft ...
Desktop
10:32 AM

Enter the username and password you received from UserTrust when you filled out your application. After clicking the Submit button, you will be taken to the following page:

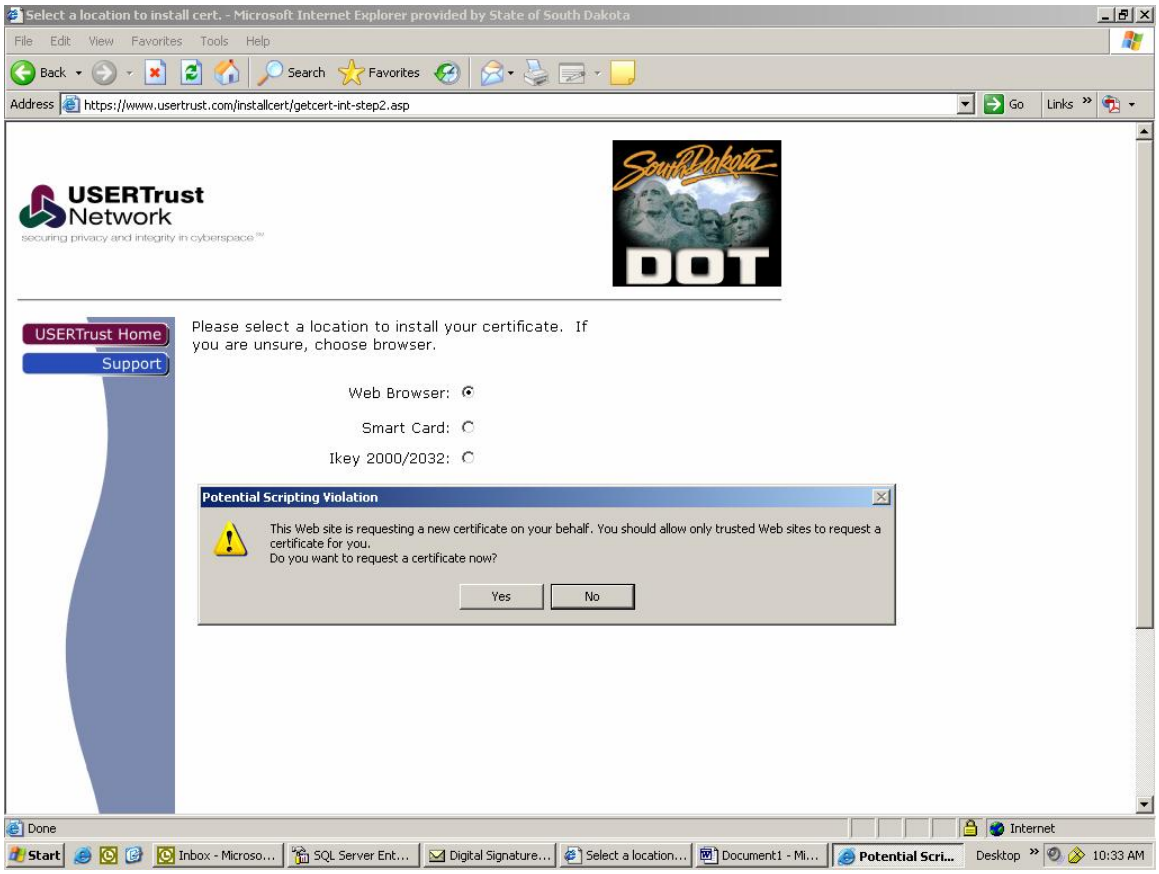

Creating Key Pairs. - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.usertrust.com/installcert/getcert-int.asp
Go Links
USERTrust Network
securing privacy and integrity in cyberspace
DOT
USERTrust Home
Support
Please Read Thoroughly Before Continuing...
The Digital Certificate you are about to install will expire in 1 year on Tuesday, September 12, 2006
We will send a courtesy email reminder approximately 30-45 days prior to expiration, but it is your obligation to keep track and renew your certificate before it expires.
Anytime you wish to test your Digital Certificate or check the expiration date, log into the http://sddot.uservault.com.
If you can log into the site, your digital certificate is working.
(Click here to Add this 'http://sddot.uservault.com' to your bookmarks for future reference).
If you reinstall your operating system or get a new computer you will be required to apply for a new certificate.
I Do Not Wish to Continue
I Understand and Wish To Continue
Done
Internet
Start
Inbox - Microsoft Ou...
SQL Server Enterpris...
Digital Signature App...
Creating Key Pairs...
Document1 - Microso...
Desktop
10:32 AM

Read the information and then click the I understand and wish to continue button.

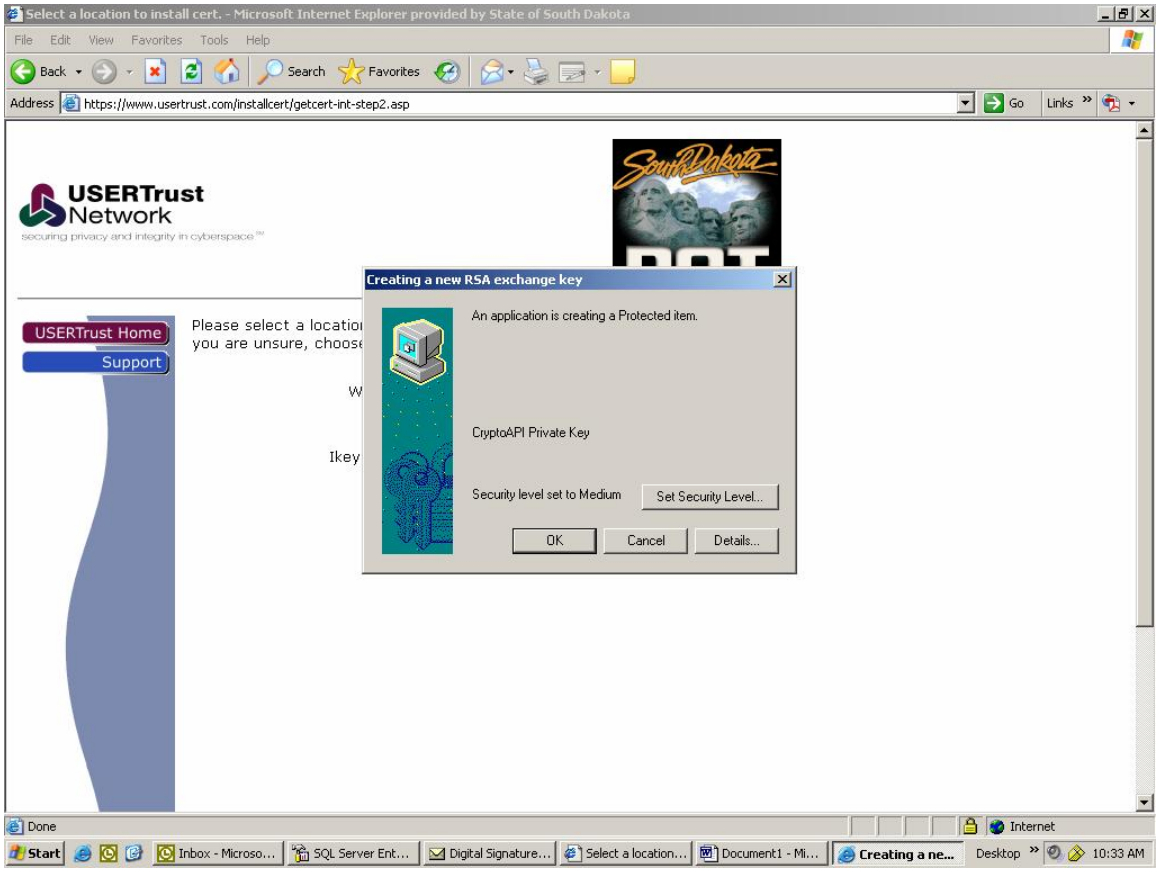


Select the Web Browser Radio Button

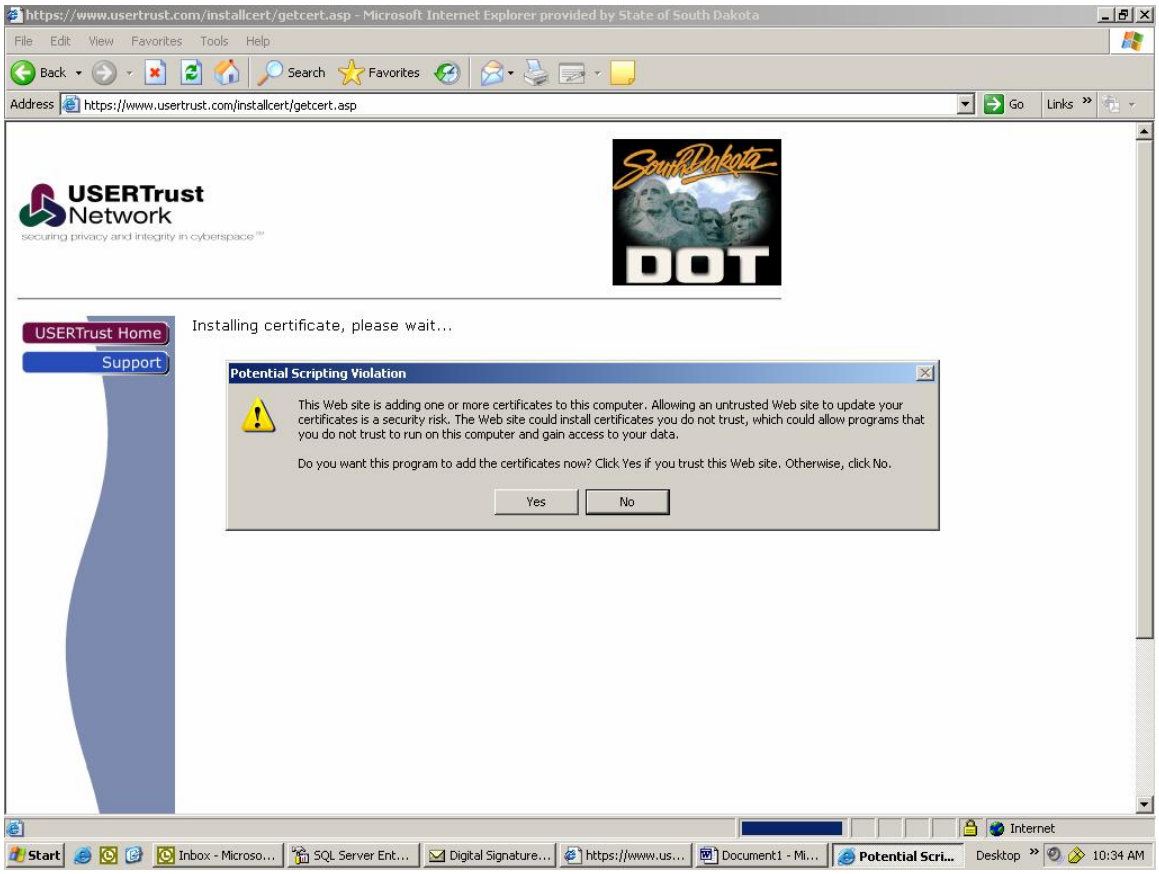
You will get the following message


Select a location to install cert. - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.usertrust.com/installcert/getcert-int-step2.asp
Go Links
USERTrust Network
securing privacy and integrity in cyberspace
USERTrust Home
Support
Please select a location to install your certificate. If you are unsure, choose browser.
Web Browser:
Smart Card:
Ikey 2000/2032:
Potential Scripting Violation
This Web site is requesting a new certificate on your behalf. You should allow only trusted Web sites to request a certificate for you.
Do you want to request a certificate now?
Yes
No
Done
Internet
Start
Inbox - Microso...
SQL Server Ent...
Digital Signature...
Select a location...
Document1 - Mi...
Potential Scri...
Desktop
10:33 AM

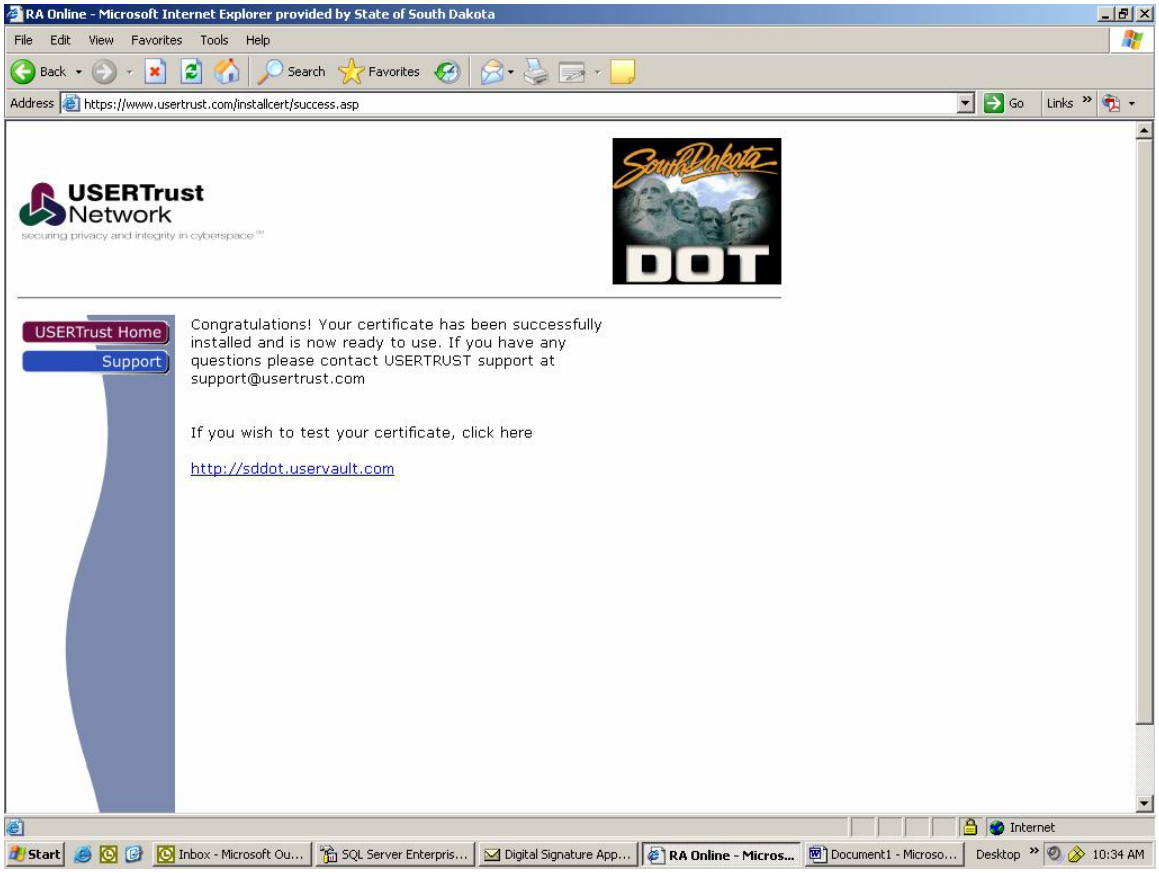
Click Yes, to this message. You will then get the following message

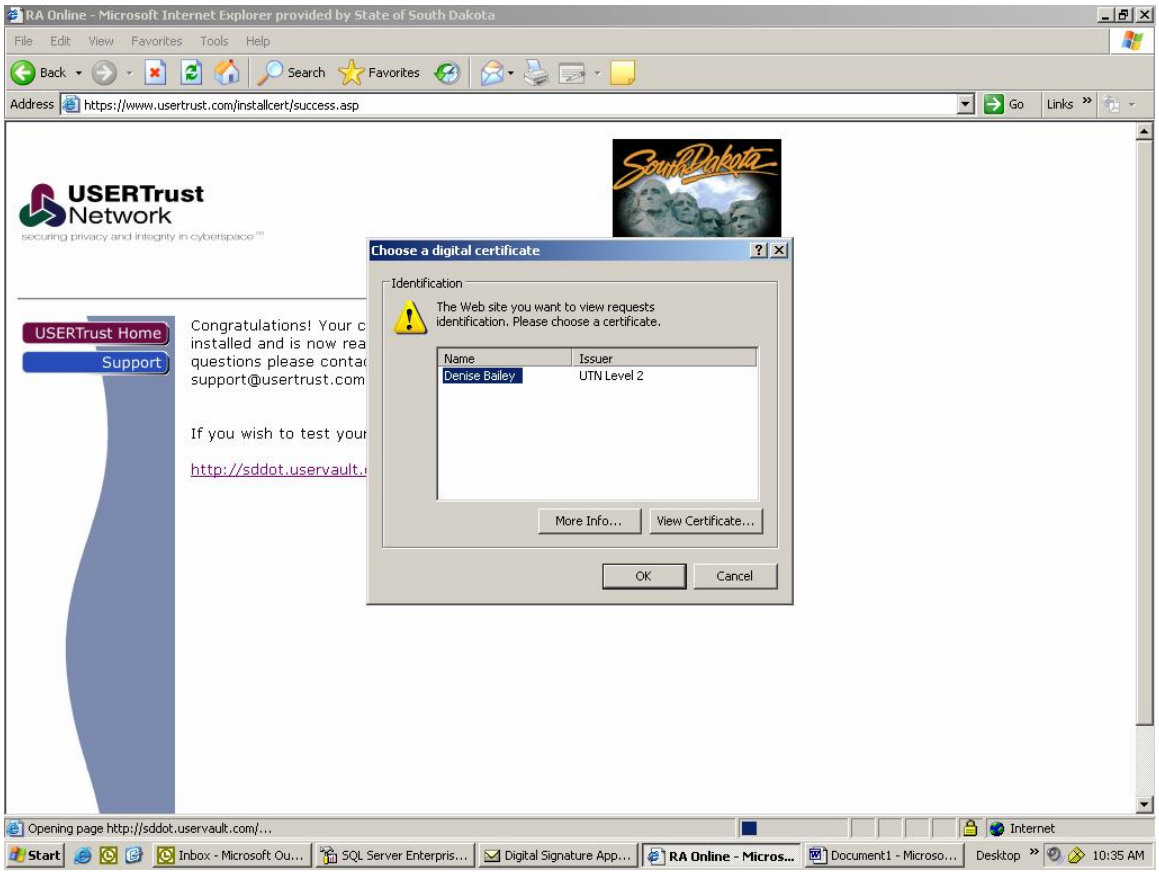


Click OK on this. And you will then see this message

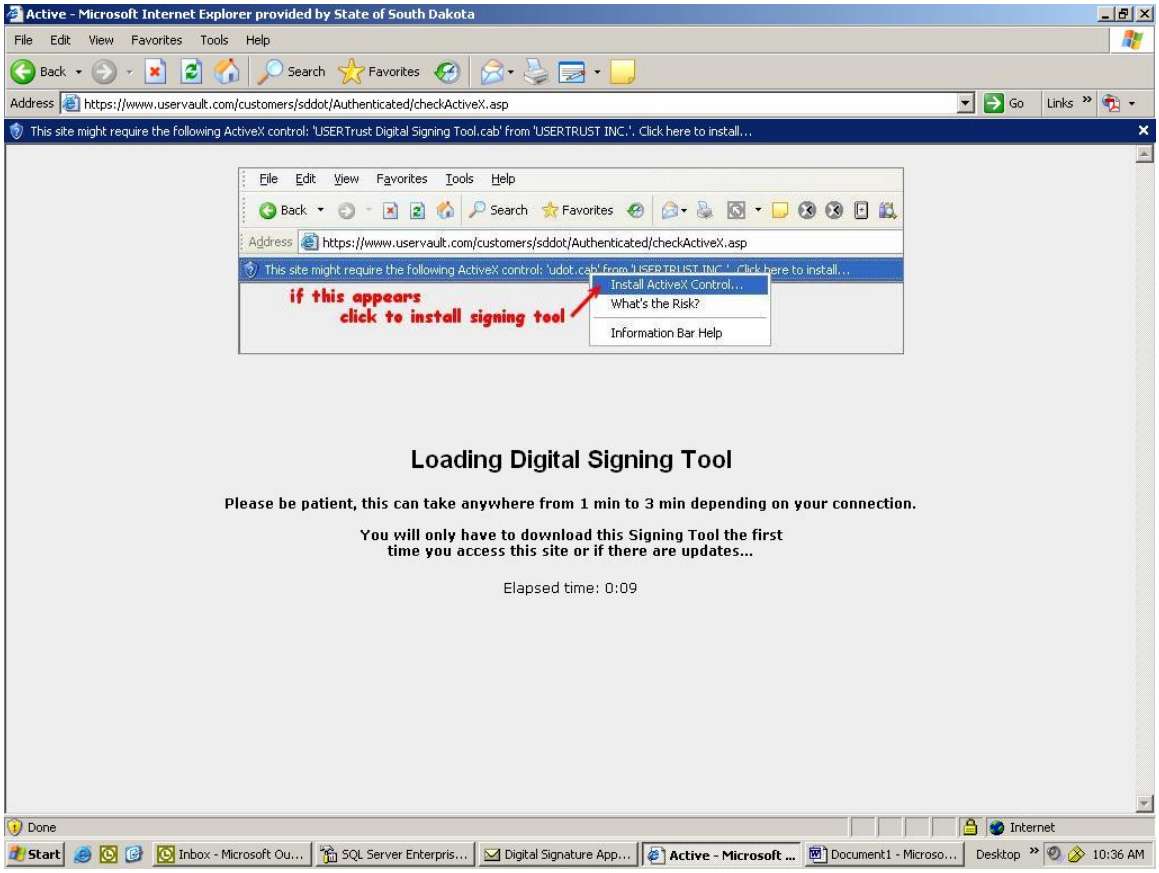

https://www.usertrust.com/installcert/getcert.asp - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.usertrust.com/installcert/getcert.asp
Go Links
USERTrust Network
securing privacy and integrity in cyberspace
SouthDakota DOT
USERTrust Home
Support
Installing certificate, please wait...
Potential Scripting Violation
This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data.
Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No.
Yes
No
Internet
Start
Inbox - Microso...
SQL Server Ent...
Digital Signature...
https://www.us...
Document1 - Mi...
Potential Scri...
Desktop
10:34 AM

Click yes on this message. On the next screen, shown below, click on the link to test your certificate


RA Online - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.usertrust.com/installcert/success.asp
Go Links
USERTrust Network
securing privacy and integrity in cyberspace
SouthDakota DOT
USERTrust Home
Support
Congratulations! Your certificate has been successfully installed and is now ready to use. If you have any questions please contact USERTRUST support at support@usertrust.com
If you wish to test your certificate, click here
http://sddot.uservault.com
Internet
Start
Inbox - Microsoft Ou...
SQL Server Enterpris...
Digital Signature App...
RA Online - Micros...
Document1 - Microso...
Desktop
10:34 AM

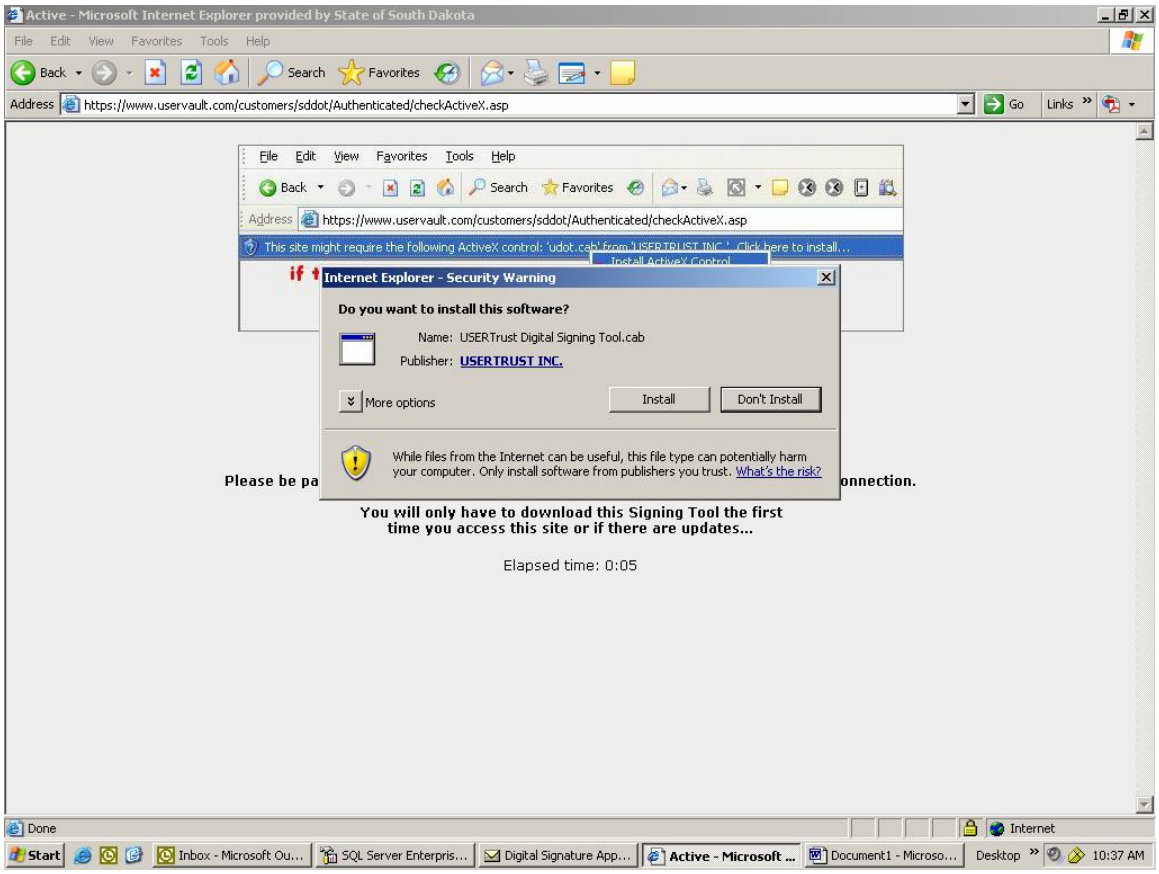


Click OK after highlighting the certificate

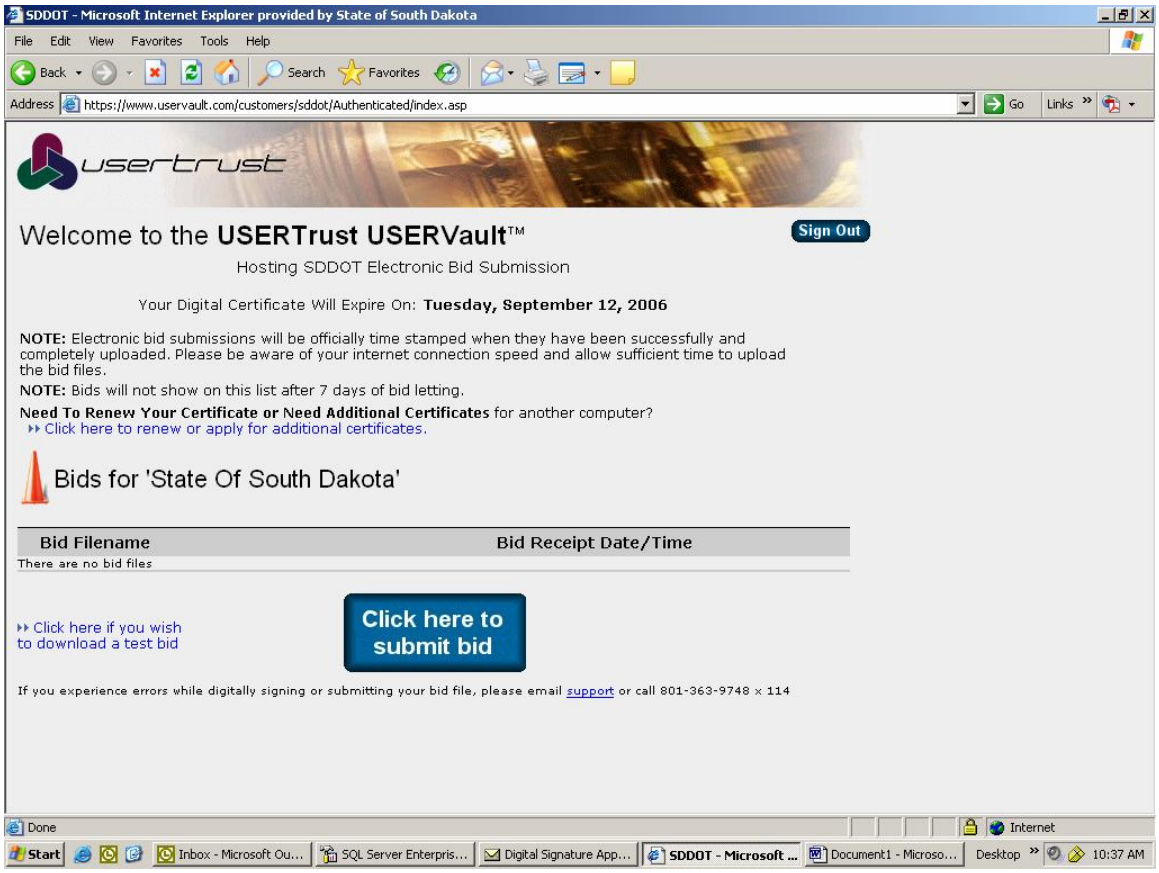

Active - Microsoft Internet Explorer provided by State of South Dakota
Address https://www.uservault.com/customers/sddot/Authenticated/checkActiveX.asp
This site might require the following ActiveX control: 'USERTrust Digital Signing Tool.cab' from 'USERTRUST INC.'. Click here to install...
Address https://www.uservault.com/customers/sddot/Authenticated/checkActiveX.asp
This site might require the following ActiveX control: 'udot.cab' from 'USERTRUST INC.'. Click here to install...
Install ActiveX Control...
What's the Risk?
Information Bar Help
if this appears
click to install signing tool
Loading Digital Signing Tool
Please be patient, this can take anywhere from 1 min to 3 min depending on your connection.
You will only have to download this Signing Tool the first
time you access this site or if there are updates...
Elapsed time: 0:09
Done
Internet

You may need to click the link below the address bar to install the activeX control. See screen shot above

Once you choose to Install the ActiveX Control, you will receive the following dialog box


Active - Microsoft Internet Explorer provided by State of South Dakota
Address https://www.uservault.com/customers/sddot/Authenticated/checkActiveX.asp
Internet Explorer - Security Warning
Do you want to install this software?
Name: USERTrust Digital Signing Tool.cab
Publisher: USERTRUST INC.
More options
Install
Don't Install
While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?
You will only have to download this Signing Tool the first time you access this site or if there are updates...
Elapsed time: 0:05

Click the Install button. Once the control has been installed, you will be taken to the bid repository for your bids.


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
Address https://www.uservault.com/customers/sddot/Authenticated/index.asp
usertrust
Welcome to the USERTrust USERVault™
Sign Out
Hosting SDDOT Electronic Bid Submission
Your Digital Certificate Will Expire On: Tuesday, September 12, 2006
NOTE: Electronic bid submissions will be officially time stamped when they have been successfully and completely uploaded. Please be aware of your internet connection speed and allow sufficient time to upload the bid files.
NOTE: Bids will not show on this list after 7 days of bid letting.
Need To Renew Your Certificate or Need Additional Certificates for another computer?
Click here to renew or apply for additional certificates.
Bids for 'State Of South Dakota'
Bid Filename
Bid Receipt Date/Time
There are no bid files
Click here if you wish to download a test bid
Click here to submit bid
If you experience errors while digitally signing or submitting your bid file, please email support or call 801-363-9748 x 114

Certificate Security

Bids signed with your digital certificate are legally binding documents. You can control the use of your digital certificate by having the certificate password protected on your computer system and again by having your computer system password protected. If you happen to forget the password required to use the digital certificate, you must contact USERTrust and have a new certificate issued to you. You can additionally protect your computer system with a password required to logon to your computer.

If others in your office are preparing bids on more than one computer, you may optionally choose to have the completed bid saved on a diskette by any estimator and then submitted from a single computer where the digital certificate is located and protected.

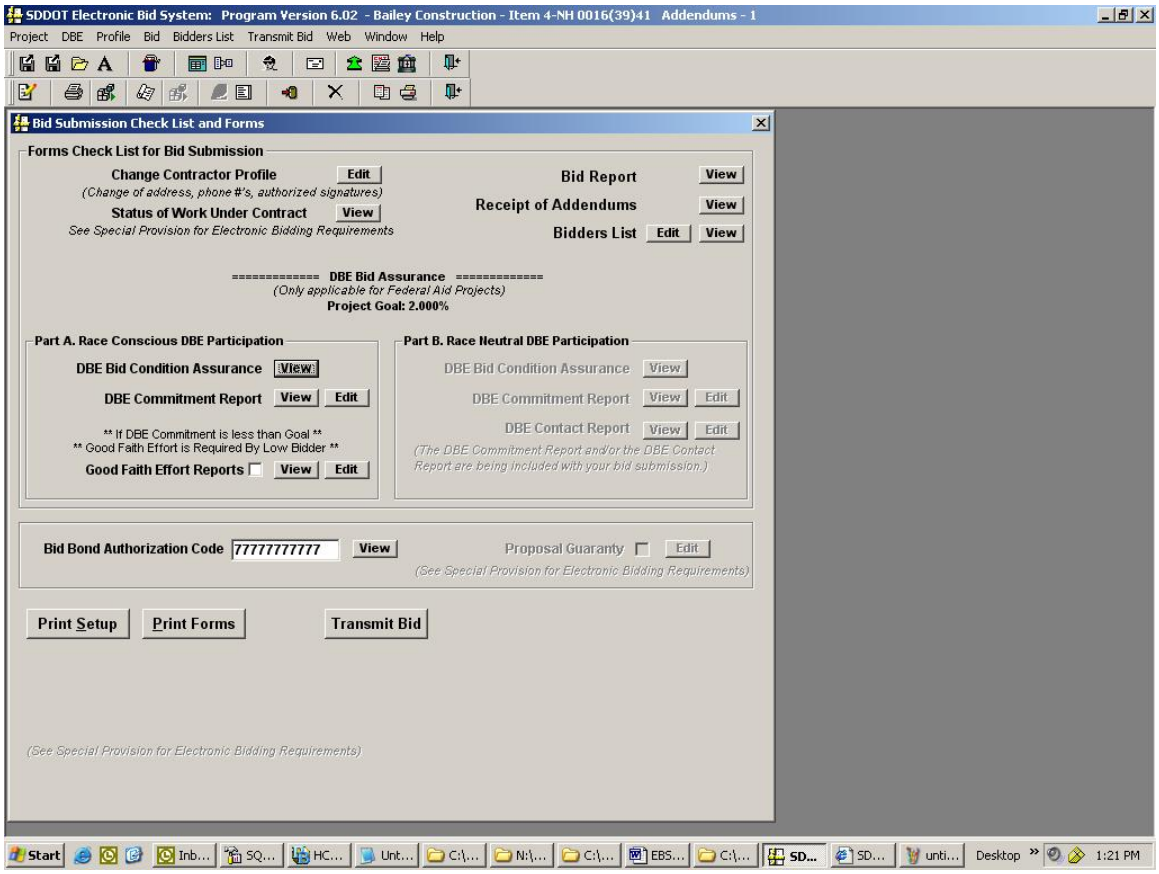
If your certificate is compromised, you must immediately contact USERTrust and notify them of the situation. This could possibly occur if a computer is stolen with the digital certificate installed or someone who could use the certificate inappropriately knows the password. The compromised certificate must be revoked and, if possible, deleted from your computer. A new digital certificate must be issued to you. This is another reason to password protect your digital certificate on your computer and password protect the logon to the computer. Use a password only known by the certificate owner and do not write the password down and leave in an unsecured place. Use of the digital certificate is as legally binding as a hand written signature. Protect your signature from being used by anyone but you.

Changes in information contained in the certificate such as your e-mail address can also result in requiring your digital certificate to be reissued. USERTrust can provide the conditions that would require re-issue. Be mindful of these conditions. If you try to submit a bid with an expired or compromised certificate, you will not be allowed access to the USERTrust data repository and your bid cannot be submitted electronically.

Bid Submission

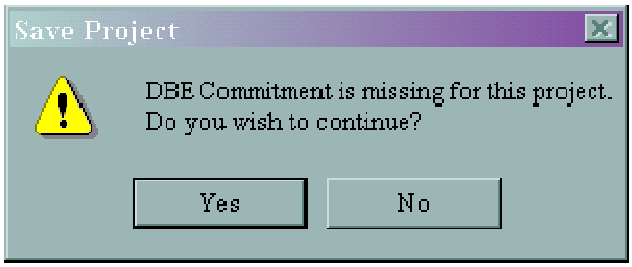
Transmit Bid

When a bid has been prepared and is ready to be submitted to SDOT, select *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar) and a 'Bid Submission Check List and Forms' Window, similar to the following, will display. This window will allow you to view and optionally print the forms that are to be submitted with the bid.

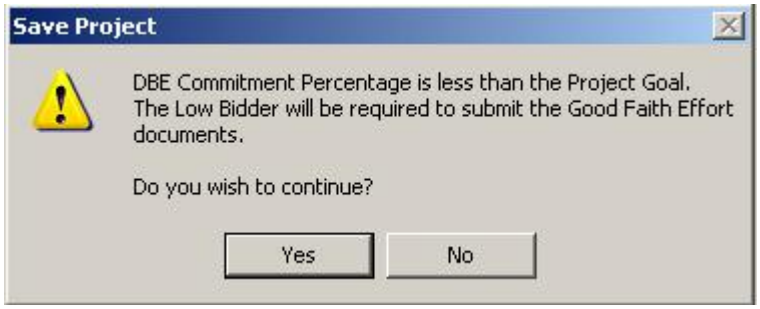

SDDOT Electronic Bid System: Program Version 6.02 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 1
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Submission Check List and Forms
Forms Check List for Bid Submission
Change Contractor Profile Edit
(Change of address, phone #'s, authorized signatures)
Status of Work Under Contract View
See Special Provision for Electronic Bidding Requirements
Bid Report View
Receipt of Addendums View
Bidders List Edit View
========== DBE Bid Assurance ==========
(Only applicable for Federal Aid Projects)
Project Goal: 2.000%
Part A. Race Conscious DBE Participation
DBE Bid Condition Assurance View
DBE Commitment Report View Edit
** If DBE Commitment is less than Goal **
** Good Faith Effort is Required By Low Bidder **
Good Faith Effort Reports View Edit
Part B. Race Neutral DBE Participation
DBE Bid Condition Assurance View
DBE Commitment Report View Edit
DBE Contact Report View Edit
(The DBE Commitment Report and/or the DBE Contact Report are being included with your bid submission.)
Bid Bond Authorization Code 77777777777 View
Proposal Guaranty Edit
(See Special Provision for Electronic Bidding Requirements)
Print Setup
Print Forms
Transmit Bid
(See Special Provision for Electronic Bidding Requirements)
Start
Desktop
1:21 PM

The 'Bid Submission Check List and Forms' Window contains several sections with various forms available for viewing and printing. The availability of the forms depends on the project being submitted for bid (e.g., DBE forms are only applicable for Federal Aid projects) or on other criteria (e.g., Status of Work Under Contract may not be required depending on what was specified in the Contractor profile). See the 'Print Forms ' section for more information about each form.

If you have not included required information in your bid packet, you will be prompted to complete it prior to submission. Following are some examples of the messages:



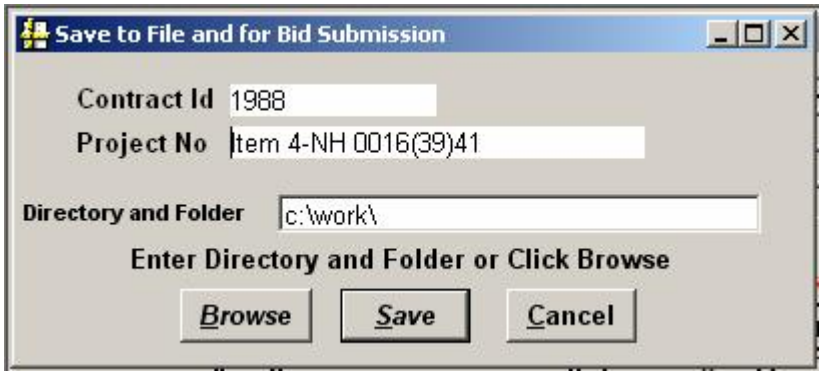
The above message would be displayed if the project has an assigned DBE goal and the DBE Commitment has not been provided. Click on the OK button to continue processing.


Save Project
DBE Commitment Percentage is less than the Project Goal.
The Low Bidder will be required to submit the Good Faith Effort documents.
Do you wish to continue?
Yes
No

The above message would be displayed if the project has an assigned DBE goal, the DBE Commitment does not meet the assigned DBE goal. Click on the OK button to return to EBS and complete the required documentation.

The contractor may want to send in the Good Faith Effort if they have completed it for bid submission. In order to include the Good Faith Effort in the bid submission, click the Good Faith Reports checkbox before clicking the Transmit Bid button. If this checkbox is blank, the Good Faith effort will not be submitted with the bid.

After all of the required forms have been checked and any that need to be printed have been printed, click on the *Transmit Bid* button at the bottom of the window. A *Save to File and for Bid Submission window*, similar to the following, will display. Click on the Browse button to select where to save the files. Click the *Save* button to save the bid in an encrypted format to the folder selected. The unencrypted file for your records will be saved with the filename of *projectname_contractorid_idopendate.txt*. The file to transfer for bid submission to usertrust will be saved with the file name of *contractid_contractorid_bidopendate.txt*. Click the Cancel Button to discontinue the transmit process.



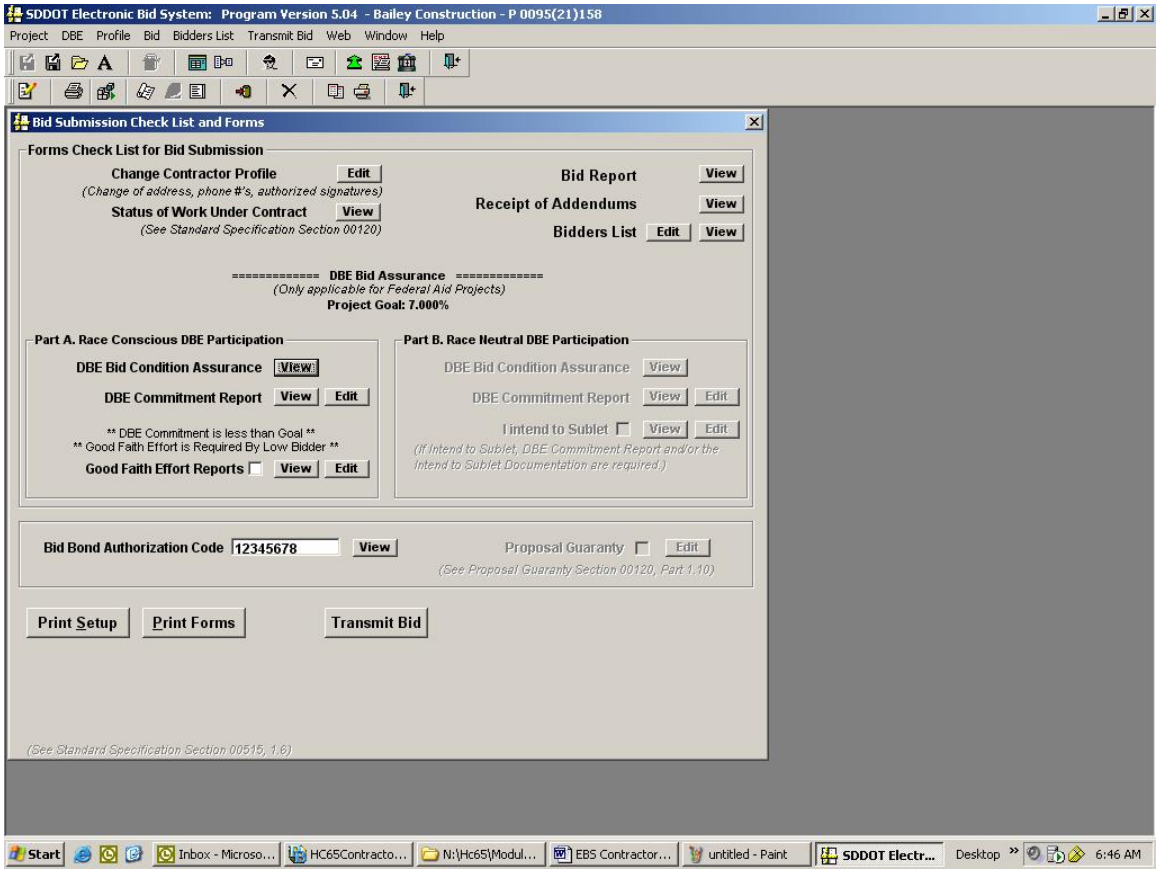
If the bid has been saved successfully, a *Bid Submission* message similar to the following will display. Click on the OK button to continue processing.

Electronic Bid Submission

NOTE: Internet Explorer version 5.1 or later is required to access the USERTrust bid vault.

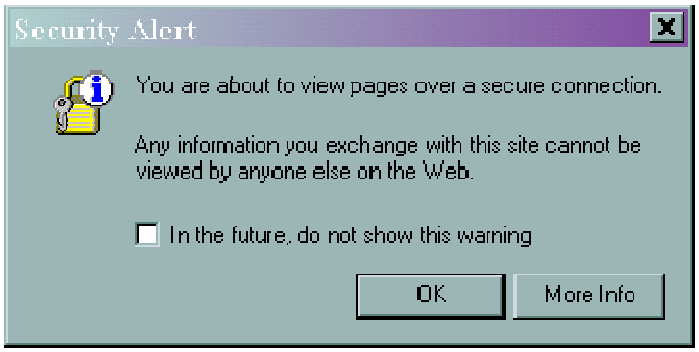
When a bid has been prepared and it is ready to be submitted to SDDOT, the Electronic Bid System can create an encrypted bid file that can be submitted as a digitally signed bid file (electronic bid submission).

To submit a bid electronically, select *Transmit Bid* from the menu bar (or click on the *Transmit Bid* icon on the tool bar) and a 'Bid Submission Check List and Forms' Window will display. After all of the required forms have been checked and any that need to be printed have been printed, insert a blank diskette in the computer's a: drive, and click on the *Transmit Bid* button at the bottom of the window. See the 'Transmit Bid ' section for information regarding this process.

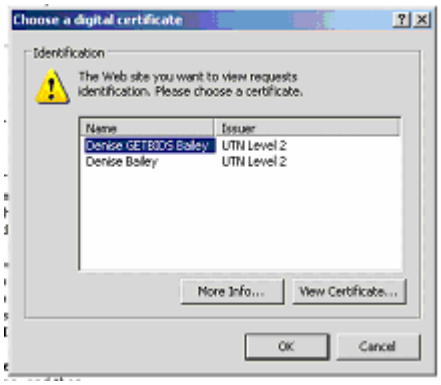


After the bid has been encrypted and successfully saved to the diskette in the a: drive using the Transmit Bid function, the bid will be submitted electronically to SDDOT. A *Bid Submission* message similar to the following will display. Click on the OK button to continue processing.

The EBS software will open Internet Explorer on your computer to submit the bid file to the USERTrust data repository. You may see a security warning message similar to the one below. Click OK to proceed.

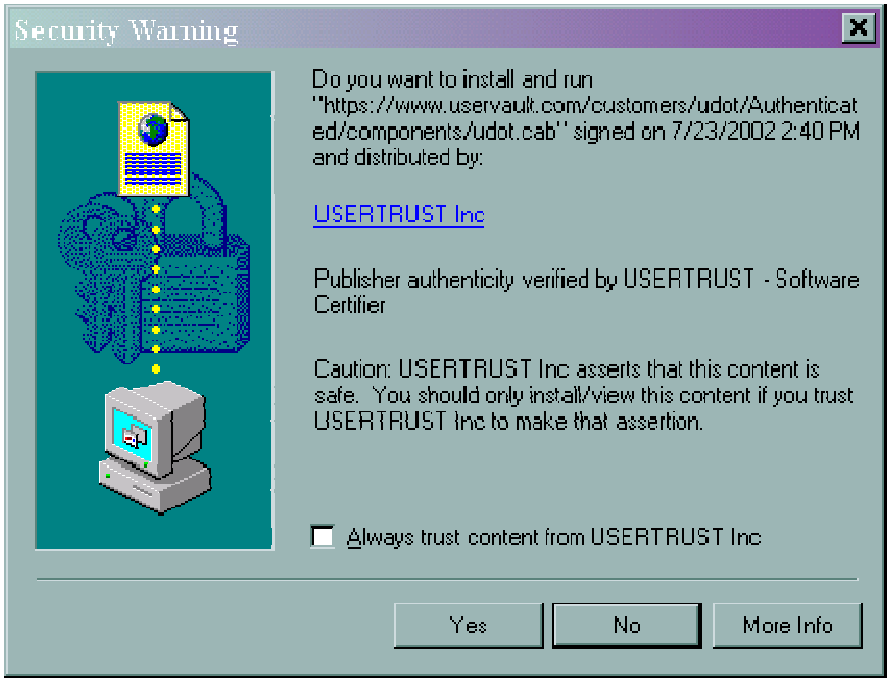

Security Alert
You are about to view pages over a secure connection.
Any information you exchange with this site cannot be viewed by anyone else on the Web.
In the future, do not show this warning
OK
More Info

You will then see a message box from the bid repository titled 'Client Authentication'. You may view your certificate or review the information displayed to you with the 'More Info…' button. Click the OK button to Proceed.

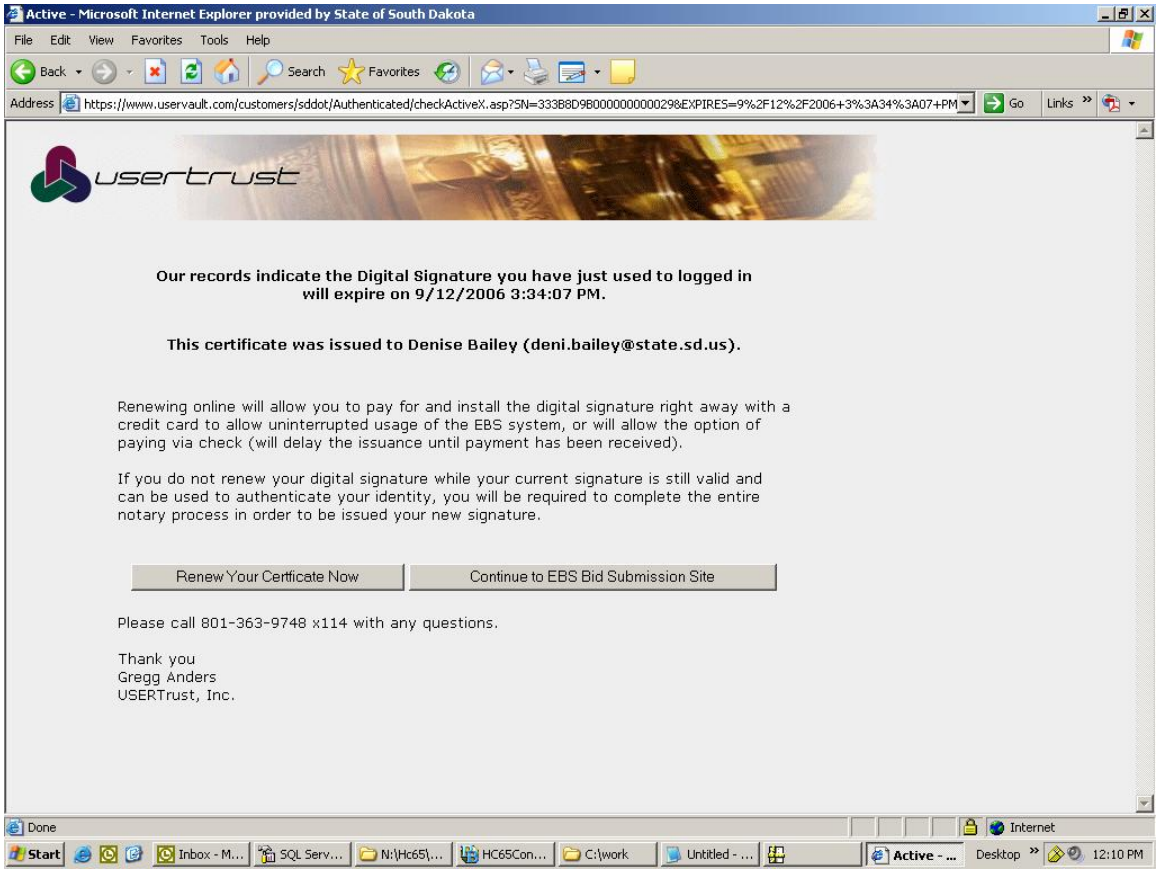


You will then see a message box from the bid repository titled 'Signing Data with your Private Key'. Click 'Cancel' to end the bid submission. Click 'OK' to proceed.

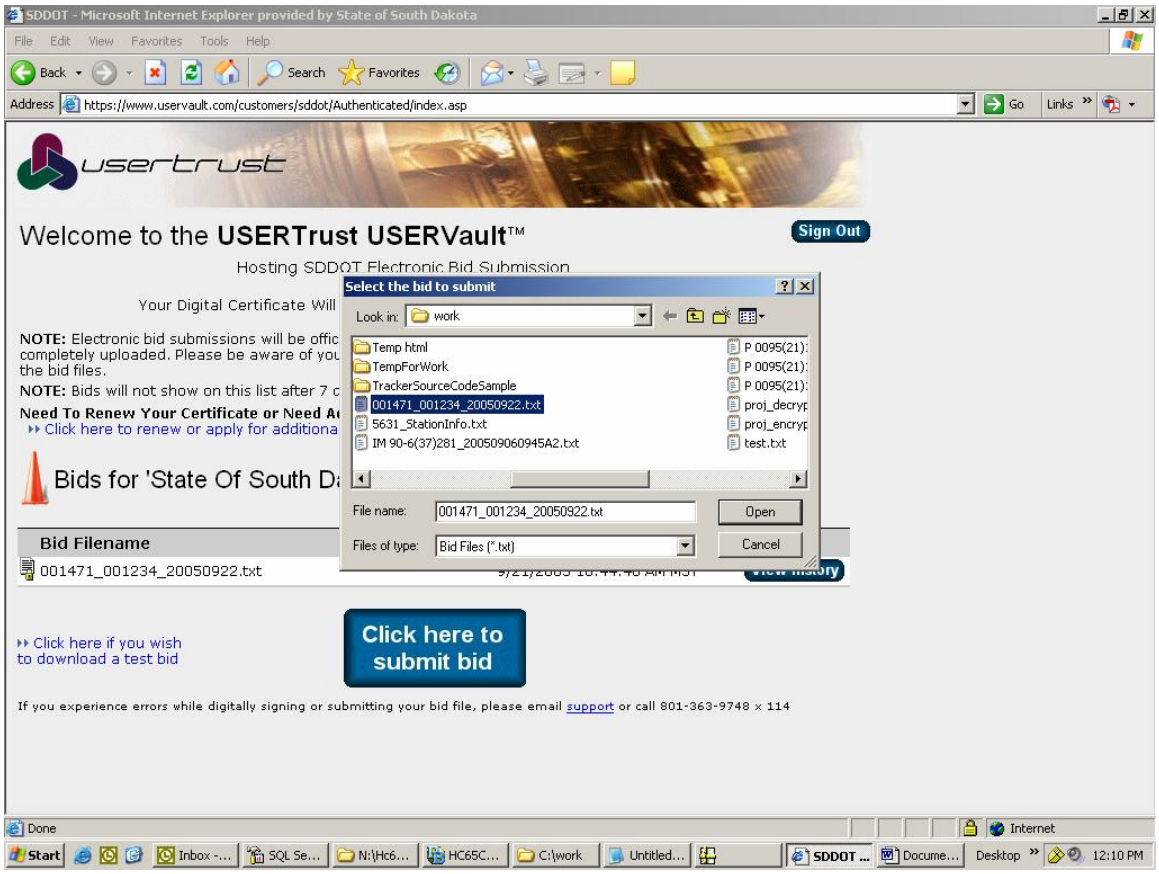
If this is your first bid submission or if USERTrust has made changes to the signing tool program, the signing tool must be downloaded to your PC. You will see the following Security Warning page displayed asking you if you want to download the signing tool. Click 'YES' to Proceed.


Security Warning
Do you want to install and run "https://www.uservault.com/customers/udot/Authenticated/components/udot.cab" signed on 7/23/2002 2:40 PM and distributed by:
USERTRUST Inc
Publisher authenticity verified by USERTRUST - Software Certifier
Caution: USERTRUST Inc asserts that this content is safe. You should only install/view this content if you trust USERTRUST Inc to make that assertion.
Always trust content from USERTRUST Inc
Yes
No
More Info

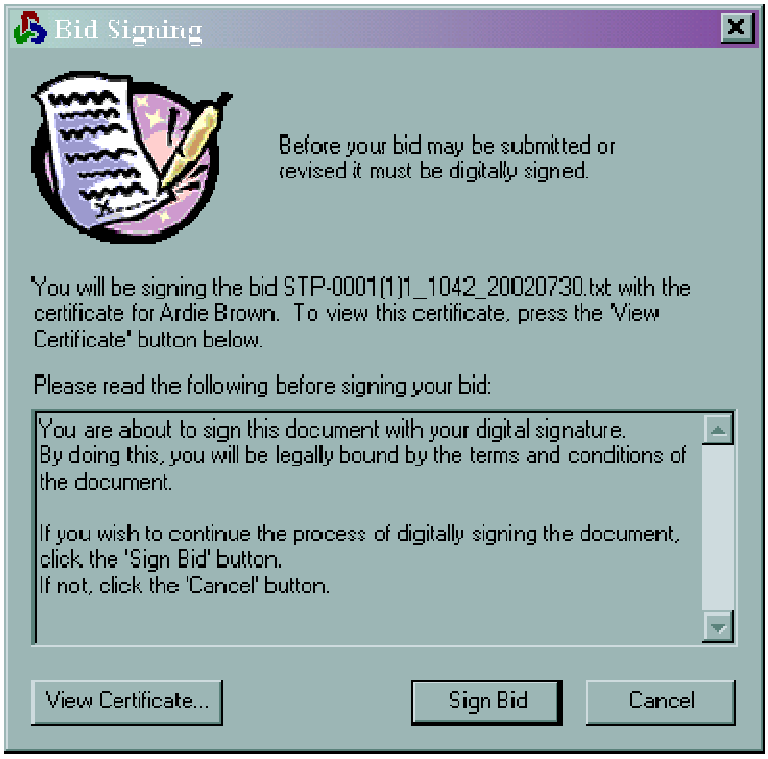
The following screen will show. Click *Continue to EBS Submission Site* button.


Active - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.uservault.com/customers/sddot/Authenticated/checkActiveX.asp?SN=333B8D9B000000000029&EXPIRES=9%2F12%2F2006+3%3A34%3A07+PM
Go Links
usertrust
Our records indicate the Digital Signature you have just used to logged in will expire on 9/12/2006 3:34:07 PM.
This certificate was issued to Denise Bailey (deni.bailey@state.sd.us).
Renewing online will allow you to pay for and install the digital signature right away with a credit card to allow uninterrupted usage of the EBS system, or will allow the option of paying via check (will delay the issuance until payment has been received).
If you do not renew your digital signature while your current signature is still valid and can be used to authenticate your identity, you will be required to complete the entire notary process in order to be issued your new signature.
Renew Your Certficate Now
Continue to EBS Bid Submission Site
Please call 801-363-9748 x114 with any questions.
Thank you
Gregg Anders
USERTrust, Inc.
Done
Internet
Start
Inbox - M...
SQL Serv...
N:\Hc65\...
HC65Con...
C:\work
Untitled - ...
Active - ...
Desktop
12:10 PM

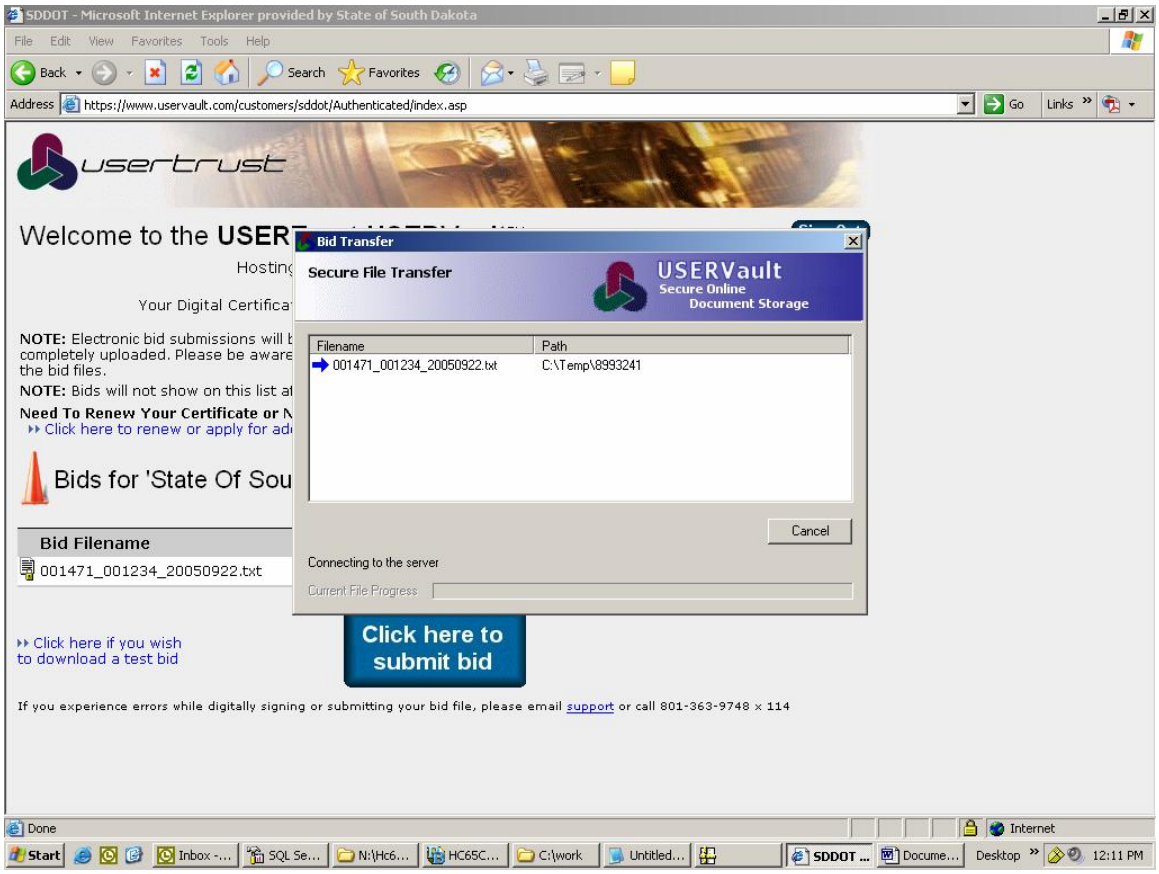
You will then be asked to select the bid file that you want to submit to the USERTrust vault. On the 'Select the Bid to Submit' list window, select the appropriate bid file from your computer by highlighting the file. If you do not see the correct bid file, use 'Look in:' window to locate it. The file will be a six digit number, with an underscore, another six digit number, another underscore and the bid open date (*contractid_contractorid_bidopendate.txt*). Click on 'Open' to complete your bid file selection.

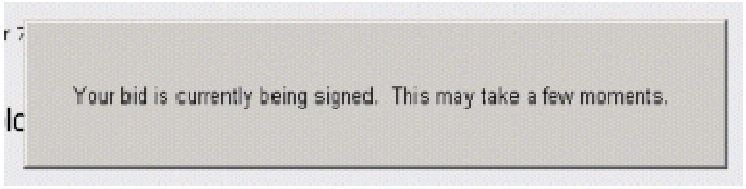


The following message will be shown to you in order for you to verify that you would like to sign the bid. You may view the certificate if you wish by clicking the 'View Certificate' button. Click ***Sign Bid*** button to proceed.

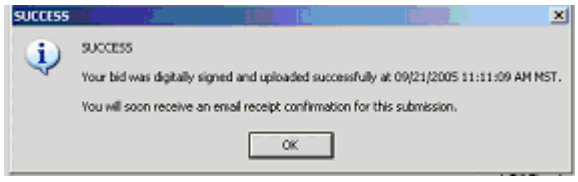

Bid Signing
Before your bid may be submitted or revised it must be digitally signed.
You will be signing the bid STP-0001(1)1_1042_20020730.txt with the certificate for Ardie Brown. To view this certificate, press the 'View Certificate' button below.
Please read the following before signing your bid:
You are about to sign this document with your digital signature.
By doing this, you will be legally bound by the terms and conditions of the document.
If you wish to continue the process of digitally signing the document, click the 'Sign Bid' button.
If not, click the 'Cancel' button.
View Certificate...
Sign Bid
Cancel

You may see the following window after clicking the Sign Bid button:





If USERTrust receives the bid submission successfully, a 'successfully received' acknowledgement message, similar to the following, will be displayed to you. **Do NOT assume that USERTrust received the bid submission unless you receive the 'successfully received' acknowledgement.**


SUCCESS
SUCCESS
Your bid was digitally signed and uploaded successfully at 09/21/2005 11:11:09 AM MST.
You will soon receive an email receipt confirmation for this submission.
OK

If USERTrust knows your current Email address, you will receive an email re-stating that your bid was successfully received. The official bid received time stamp will also be included in email.

BID REVISIONS

If you would like to submit a revised bid, the process is the same as submitting an original bid. Make the changes to the bid on your computer and transmit the bid to the USERTrust data repository. Bids cannot be deleted or changed once transmitted to the data repository. The latest bid received from you prior to 10:00 A.M. on bid open day would be the only bid that will be opened for consideration. All bids previous to the current revision will not be received by SDDOT but will remain in the vault for 7 days after bid opening.

If you revise and upload a bid, you will receive an email.

You may view your bid revisions by going to the USERTrust website and clicking the View History button on the right side of the appropriate project on the project list. There would not be a project list if you have bid only one project.

Late Bid Submission

If a bid submission is completed **after** the 10:00 A.M. bid opening deadline for a project, an Email will be sent.

It is your responsibility to ensure that the bid transmission to the vault is completed prior to 10:00 on bid open day. This means not started at 10:00, not in progress at 10:00, but transmission is completed prior to 10:00. If your bid is time stamped at 9:59:59, it is not late. If your bid is time stamped at 10:00:01, it is 1 second late and will never be received by SDDOT. **At completion, the message shown to you will have the received time stamp.** Be sure to allow time for the completion of the transmission. Your Internet service provider could be a factor affecting the successful timely completion of an electronic bid transmission. If your connection is slow, you need to begin your upload sooner. If your connection is not reliable, you need to allow time to reconnect to the Internet and begin the transmission again.

If you do not receive a message with a time stamp indicating your bid transmission was successful, then it was not successful. SDDOT will not have your bid at bid opening.

When the bid upload is completed successfully, you will be notified of the bid receipt time. The time must be prior to 10:00 A.M.. You may review your bid history for the project to see the received time for each of your bids in the data repository.

Any bids in the bid repository that are time stamped after 10:00 A.M. will not be received by SDDOT at bid opening. They will remain in the repository and archived with all project bids submitted. All bids time stamped after 10:00 A.M. will be archived and kept as verification for late submission.

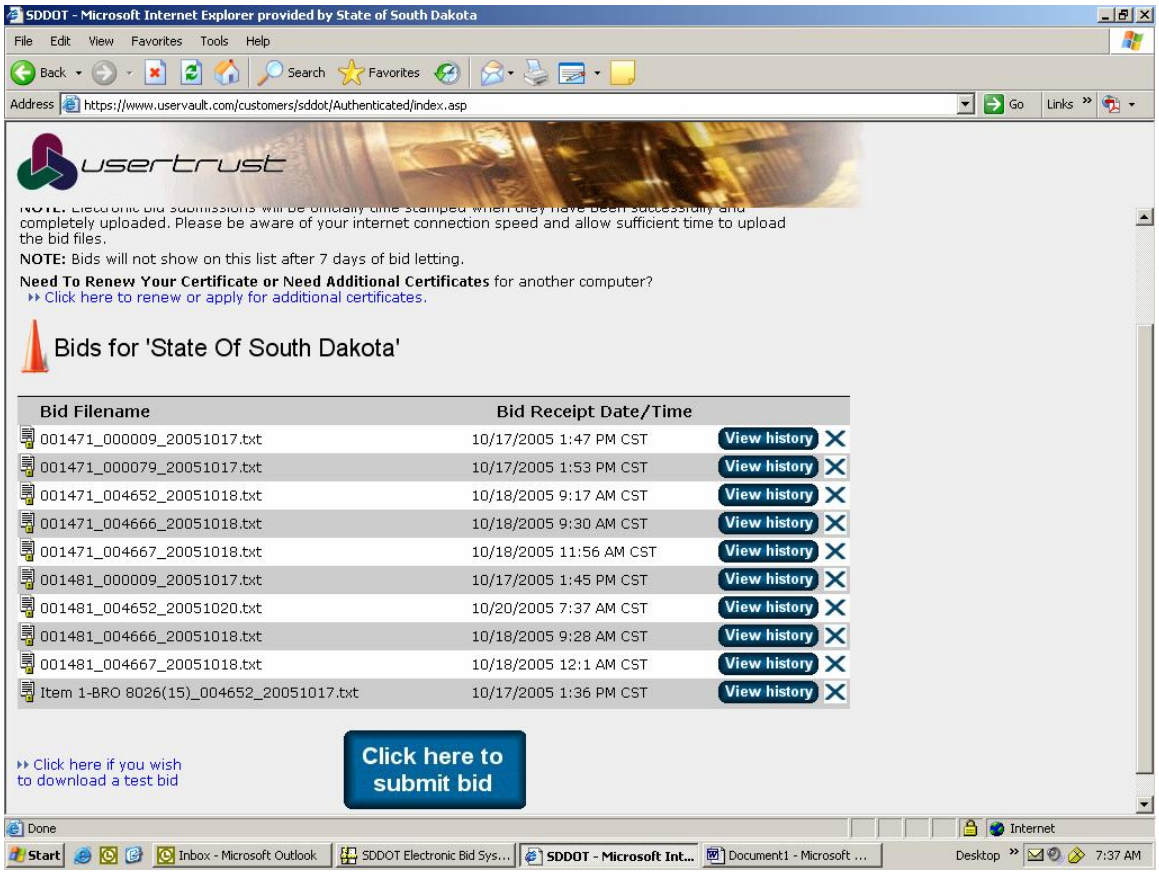
If, for example, a contractor submitted three bids on a project and these bids were received in the USERTrust bid repository. Only the bid received closest to (on or before 10:00:00 A.M. CST) will opened and considered by SDDOT. If awarded, this is a legally binding bid and will be archived in the repository. Bids received after 10:00 A.M. will be archived, but never opened.

Withdrawing a Bid

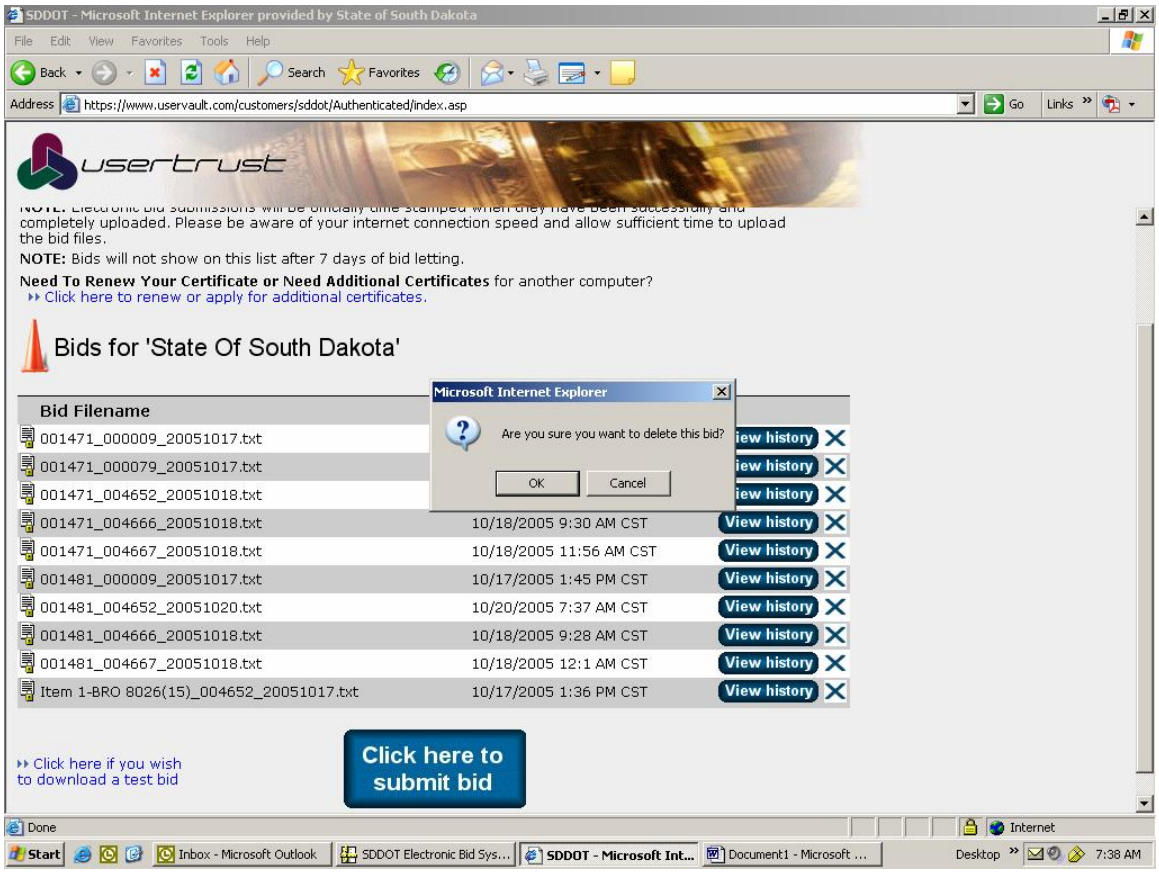
A contractor may want to withdraw a bid from the bid repository. To withdraw a bid, go to the UserTrust bid repository by clicking the icon or select Web menu option and then User Trust Vault menu choice.

SDDOT Electronic Bid System: Program Version 5.04 - Bailey Construction
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Bid Opening Info
Unofficial Results
UserTrust - Vault
Select Project for Bidding

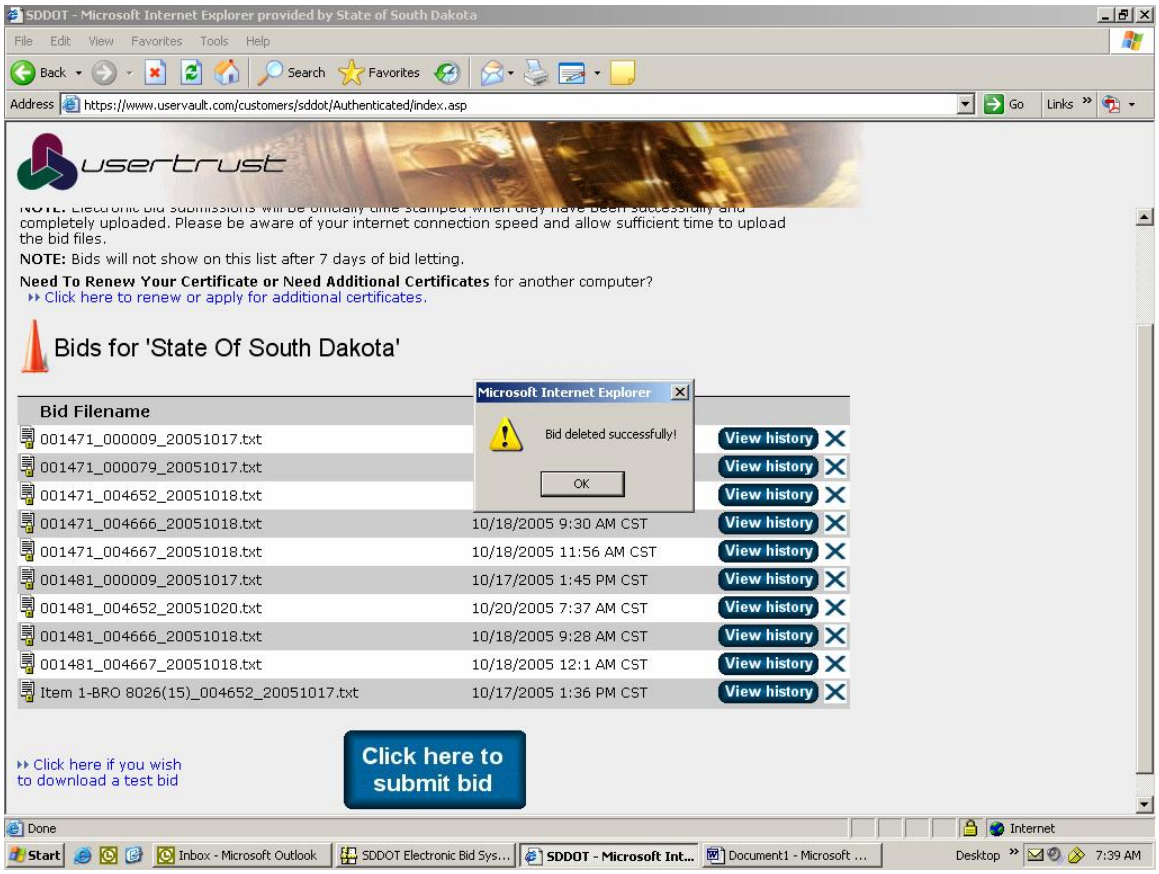
You will need to select your digital certificate and click ok on the Privacy message. You will then be taken to the bid repository:


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.uservault.com/customers/sddot/Authenticated/index.asp
Go Links
usertrust
completely uploaded. Please be aware of your internet connection speed and allow sufficient time to upload the bid files.
NOTE: Bids will not show on this list after 7 days of bid letting.
Need To Renew Your Certificate or Need Additional Certificates for another computer?
Click here to renew or apply for additional certificates.
Bids for 'State Of South Dakota'
Bid Filename
Bid Receipt Date/Time
001471_000009_20051017.txt 10/17/2005 1:47 PM CST View history
001471_000079_20051017.txt 10/17/2005 1:53 PM CST View history
001471_004652_20051018.txt 10/18/2005 9:17 AM CST View history
001471_004666_20051018.txt 10/18/2005 9:30 AM CST View history
001471_004667_20051018.txt 10/18/2005 11:56 AM CST View history
001481_000009_20051017.txt 10/17/2005 1:45 PM CST View history
001481_004652_20051020.txt 10/20/2005 7:37 AM CST View history
001481_004666_20051018.txt 10/18/2005 9:28 AM CST View history
001481_004667_20051018.txt 10/18/2005 12:1 AM CST View history
Item 1-BRO 8026(15)_004652_20051017.txt 10/17/2005 1:36 PM CST View history
Click here if you wish to download a test bid
Click here to submit bid
Done
Internet
Start Inbox - Microsoft Outlook SDDOT Electronic Bid Sys... SDDOT - Microsoft Int... Document1 - Microsoft ... Desktop 7:37 AM

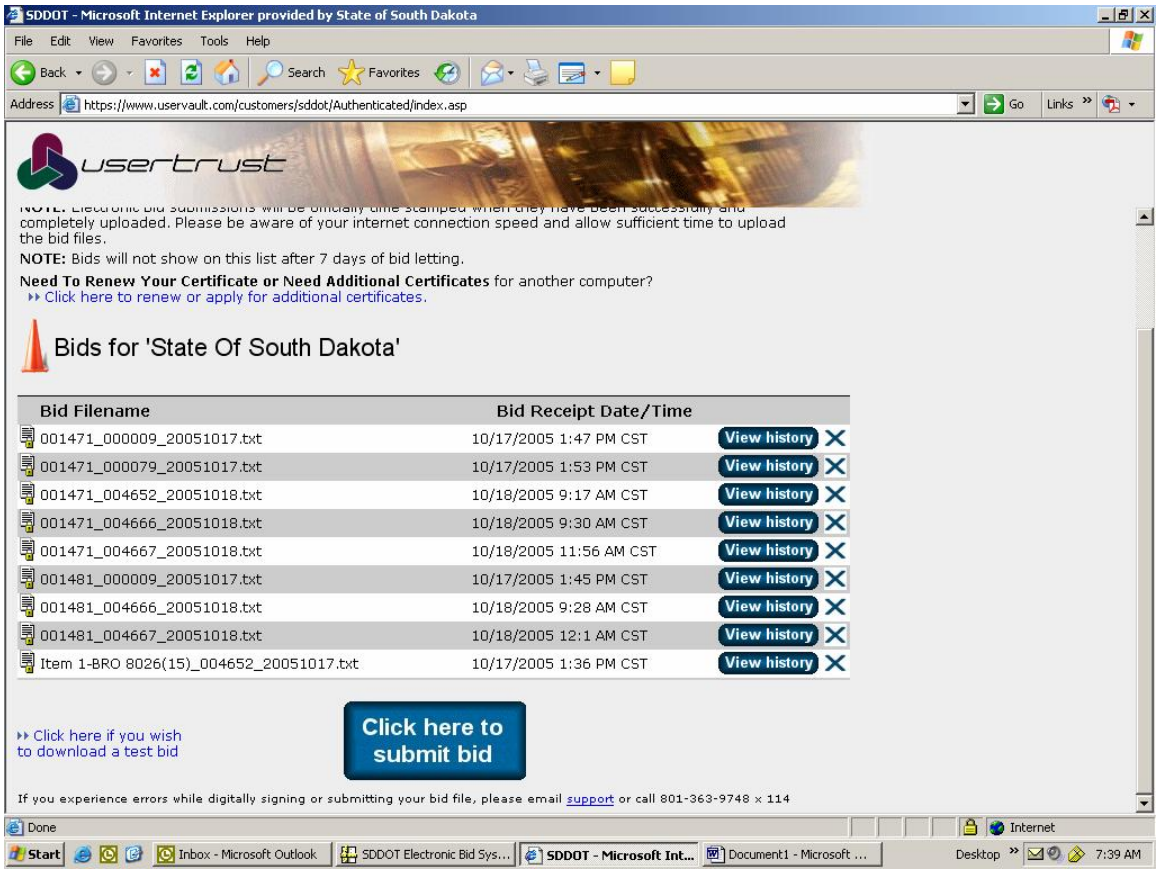
Bid 001481_004652_20051020.txt is the bid I submitted that I now want to withdraw. Click the X beside the bid to withdraw. You will get the following message:


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
Microsoft Internet Explorer
Are you sure you want to delete this bid?
OK
Cancel
Click here to submit bid
7:38 AM

Click OK on the message. You will see the following:


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.uservault.com/customers/sddot/Authenticated/index.asp
Go Links
usertrust
completely uploaded. Please be aware of your internet connection speed and allow sufficient time to upload the bid files.
NOTE: Bids will not show on this list after 7 days of bid letting.
Need To Renew Your Certificate or Need Additional Certificates for another computer?
Click here to renew or apply for additional certificates.
Bids for 'State Of South Dakota'
Microsoft Internet Explorer
Bid deleted successfully!
OK
Bid Filename
001471_000009_20051017.txt View history
001471_000079_20051017.txt View history
001471_004652_20051018.txt View history
001471_004666_20051018.txt 10/18/2005 9:30 AM CST View history
001471_004667_20051018.txt 10/18/2005 11:56 AM CST View history
001481_000009_20051017.txt 10/17/2005 1:45 PM CST View history
001481_004652_20051020.txt 10/20/2005 7:37 AM CST View history
001481_004666_20051018.txt 10/18/2005 9:28 AM CST View history
001481_004667_20051018.txt 10/18/2005 12:1 AM CST View history
Item 1-BRO 8026(15)_004652_20051017.txt 10/17/2005 1:36 PM CST View history
Click here if you wish to download a test bid
Click here to submit bid
Done
Internet
Start Inbox - Microsoft Outlook SDDOT Electronic Bid Sys... SDDOT - Microsoft Int... Document1 - Microsoft ... Desktop 7:39 AM

Click OK. After clicking OK on this message, the bid is gone from the list


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.uservault.com/customers/sddot/Authenticated/index.asp
Go Links
usertrust
completely uploaded. Please be aware of your internet connection speed and allow sufficient time to upload the bid files.
NOTE: Bids will not show on this list after 7 days of bid letting.
Need To Renew Your Certificate or Need Additional Certificates for another computer?
Click here to renew or apply for additional certificates.
Bids for 'State Of South Dakota'
Bid Filename Bid Receipt Date/Time
001471_000009_20051017.txt 10/17/2005 1:47 PM CST View history
001471_000079_20051017.txt 10/17/2005 1:53 PM CST View history
001471_004652_20051018.txt 10/18/2005 9:17 AM CST View history
001471_004666_20051018.txt 10/18/2005 9:30 AM CST View history
001471_004667_20051018.txt 10/18/2005 11:56 AM CST View history
001481_000009_20051017.txt 10/17/2005 1:45 PM CST View history
001481_004666_20051018.txt 10/18/2005 9:28 AM CST View history
001481_004667_20051018.txt 10/18/2005 12:1 AM CST View history
Item 1-BRO 8026(15)_004652_20051017.txt 10/17/2005 1:36 PM CST View history
Click here if you wish to download a test bid
Click here to submit bid
If you experience errors while digitally signing or submitting your bid file, please email support or call 801-363-9748 x 114
Done
Internet
Start Inbox - Microsoft Outlook SDDOT Electronic Bid Sys... SDDOT - Microsoft Int... Document1 - Microsoft ... Desktop 7:39 AM

Bid Data Repository

USERTrust DATA VAULT (Bid Data Repository)

SDDOT has contracted with USERTrust to provide data repository services to bidding contractors. USERTrust has developed a product called TrustXchange that will be used to receive, store and protect contractor bids. TrustXchange is a web-based data repository designed to allow contractors to electronically sign and submit bids online with the highest form of legal and technological protections available.

Access to the vault is restricted to authorized digital certificate holders and all activities are tracked and recorded. The result is that contractors can submit bids electronically with full confidence that all transactions are legal and will remain binding over time.

Bids submitted to the vault will remain encrypted in the vault. At 10:00 A.M. on bid opening day, SDDOT will request bids on projects. A copy of your bid will be electronically transmitted to SDDOT to be opened. SDDOT will not be able to open or view any bid until it is transmitted from the vault at 10:00 A.M.

If you have submitted multiple bids on a project, only the most current bid received at the vault before the 10:00 A.M. cut-off time will be transmitted to SDDOT. As an Example, if you submitted three bids on a project received at the vault at the following times:

Original bid received in the vault at 9:39 A.M.

Revised bid received in the vault at 9:55 A.M.

Revised bid received in the vault at 10:01 A.M.

Only the revised bid received at 9:55 A.M. would be transmitted to SDDOT at bid opening.

SDDOT receives a copy of your bid file. Original bid files will remain in the custody of USERTrust and will be archived at USERTrust 7 days after bid opening date.

NOTE: Internet Explorer version 5.1 or later is required to access the USERTrust bid vault.

Bid Repository Access

Access to the data repository is restricted to holders of authorized digital certificates. USERTrust will work with you to set up your vault access after you have been issued an authorized digital certificate. Your certificate will be checked each time you try to access the vault either to submit a bid or to view your submitted bids. It is your responsibility to maintain a current authorized digital certificate.

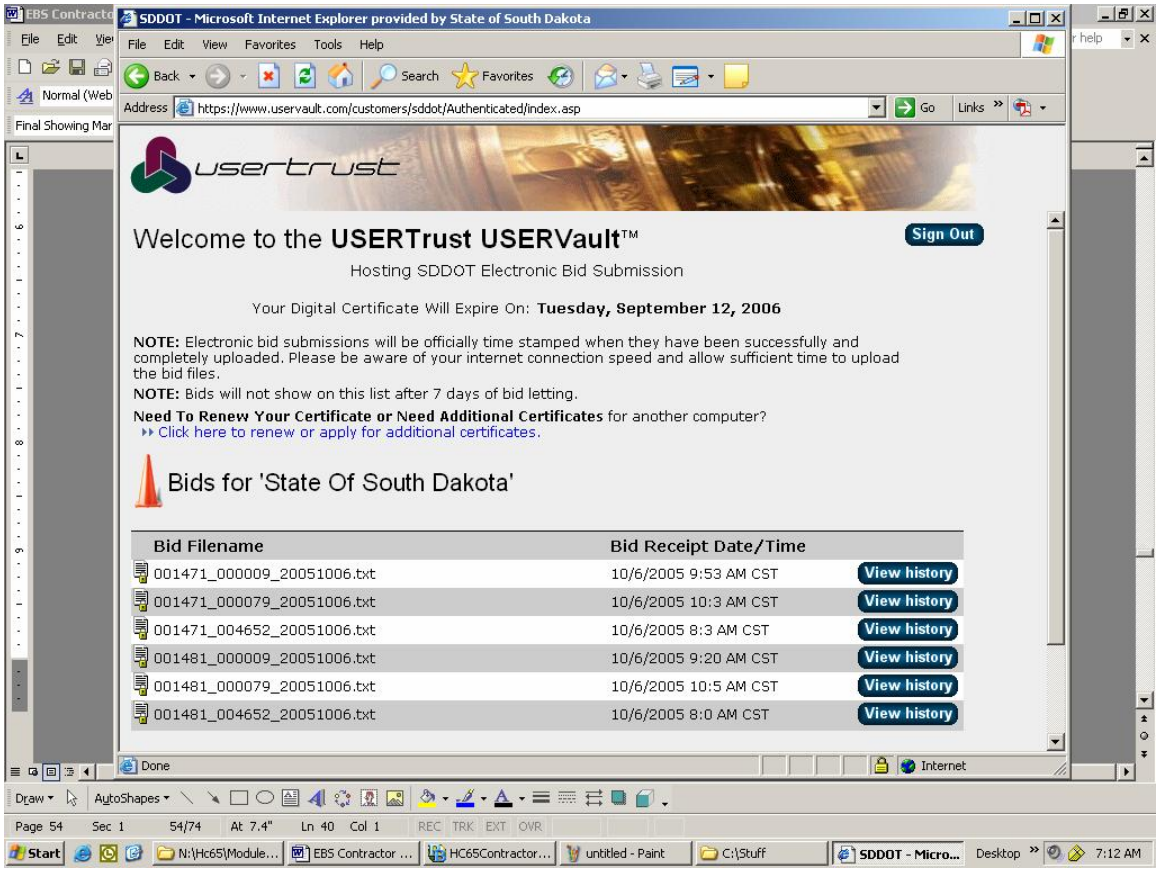
See the ‘How to Obtain a Digital Certificate' section for more information on contacting USERTrust.

NOTE: Internet Explorer version 5.1 or later is required to access the USERTrust bid vault.

Viewing Submitted Bids

You may review your bidding history on a project any time prior to bid opening and for 7 days after bid opening. The history list will not show you bid amounts or any bid details. You will see the project number and the date and time of each bid received. All project bids are archived 7 days after bid opening.

To view your bid history, open Internet Explorer and enter the following URL: http://sddot.uservault.com


SDDOT - Microsoft Internet Explorer provided by State of South Dakota
https://www.uservault.com/customers/sddot/Authenticated/index.asp
usertrust
Welcome to the USERTrust USERVault™
Sign Out
Hosting SDDOT Electronic Bid Submission
Your Digital Certificate Will Expire On: Tuesday, September 12, 2006
NOTE: Electronic bid submissions will be officially time stamped when they have been successfully and completely uploaded. Please be aware of your internet connection speed and allow sufficient time to upload the bid files.
NOTE: Bids will not show on this list after 7 days of bid letting.
Need To Renew Your Certificate or Need Additional Certificates for another computer?
Click here to renew or apply for additional certificates.
Bids for 'State Of South Dakota'
Bid Filename
Bid Receipt Date/Time
001471_000009_20051006.txt 10/6/2005 9:53 AM CST View history
001471_000079_20051006.txt 10/6/2005 10:3 AM CST View history
001471_004652_20051006.txt 10/6/2005 8:3 AM CST View history
001481_000009_20051006.txt 10/6/2005 9:20 AM CST View history
001481_000079_20051006.txt 10/6/2005 10:5 AM CST View history
001481_004652_20051006.txt 10/6/2005 8:0 AM CST View history

The list of bids submitted by you will be displayed.

To view the history of any bid on the list, click the 'View History' button to the right of the project number.

Bid files are encrypted and may not be viewed or changed once submitted to the vault. If you need to revise a previously submitted bid, make the changes in the EBS software on your computer and submit a revised bid to the vault.

NOTE: Internet Explorer version 5.1 or later is required to access the USERTrust bid vault.

Reports

Print Bid Report

To print the Bid Report, choose *Bid* from the menu bar and then choose Print Bid Report from the drop-down menu (or click on the Print Bid Report icon on the tool bar). **Note: The project must be Open before the bid can be printed**. The report can also be printed by choosing *Transmit Bid* from the menu bar (see the 'Print Forms ' section for more information).

The Bid Report will have the project information, Contractor name, and Contractor ID printed in the heading of each page.

If an item is a fixed price item, that will be indicated in the item description.

Subtotals are printed for each section (a section is know as a "Project Detail"). If a project is an "A plus B Bidding" project, both the "A" and "B" portions are tabulated. If the bid is incomplete, the title "**Bid is Incomplete**" will print next to the total. When the **bid is complete**, the title "**Total Bid**" will print next to the total.

The Signature Page follows the Project Items portion of the Bid Report. If the project is a Federal project (i.e., a portion or all of the project is Federally funded), there will be a section for the Contractor to indicate if the source of steel on the project will be of domestic or foreign origin. The Authorized Signature line must be completed, as must the Receipt of Addenda section, if there have been Addenda to the project.

It is important to note that at the bottom of the Signature Page, there is a **SDDOT Project Creation Date**. This date will be an important reference in the case where a project design is changed by an Addendum. In that case, the SDDOT project data will be reissued and made available on the SDDOT Web Page. **Contractors who have purchased plans previous to that Addendum and have installed the project data will need to reinstall the project data**. A check of whether the correct project data was used to prepare the bid will be the SDDOT Project Creation Date. It is also necessary to complete the **Receipt of Addenda** block on the Signature Page with **Date and Initials for each Addendum received on the project**.

If an incomplete bid is printed, the Bid Status Report will automatically be printed as well.

Print Forms

The EBS Construction Project Bidding Program provides for printing of all the reports or forms prior to submission. The EBS software allows for completing all required reports and forms, which need to be electronically submitted, including the Bid Bond or Proposal Guaranty.

The 'Bid Submission Check List and Forms' Window contains several sections with various forms or portions of forms available for viewing and printing. The availability of the forms depends on the project being submitted for bid (e.g., DBE participation forms are only applicable for Federal Aid projects) or on other criteria (e.g., Status of Work Under Contract may not be required depending on what was specified in the Contractor profile). If the form or item is to be included in the bid, the EBS software will include it in the bid file. When the form, item, or report listed has a *View* button to its right, the button can be selected to view the form, a portion of the form that is affected by the item, or the report.

If the form or report is being viewed, it can be printed by selecting the printer icon on the tool bar or by choosing *Project* from the menu bar and then *Print* from the drop-down menu.

Information on the forms must be added or updated through the menu items provided in EBS. Update is not available from the View report function on the *'Bid Submission Check List and Forms* ' Window. If a report view does not include information or a report is missing from *'Bid Submission Check List and Forms* ' Window, select the appropriate EBS function from the menu bar, enter or update the required information and then return to the *'Bid Submission Check List and Forms* ' Window to view your bid reports.

Export Project to Text File

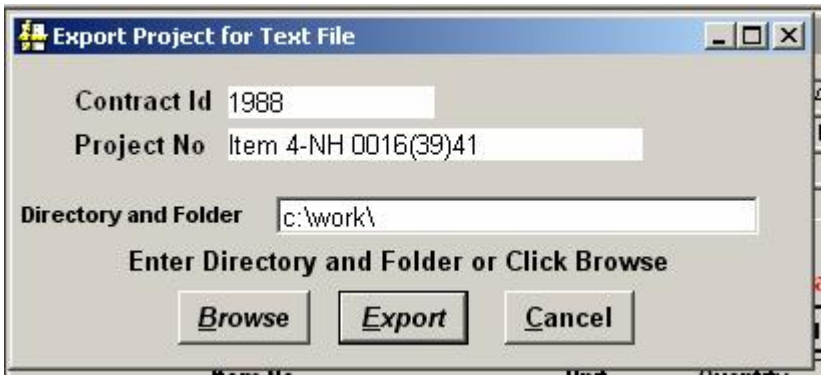
Export Project to Text File

Many Contractors make use of spreadsheets or packaged software packages to assist in bid preparation. The Export Project to Text File feature exports a project, items, and bid information to an ASCII text format file which can be opened in a spreadsheet application, worked with there, and then the bid prices can be imported back into the Electronic Bid System (see the 'Import Project from Text File' section). **The export/import option does work with Timberline Estimating software and HCSS. I am also currently working with Bid2Win also.**

It is very important to note that the original columns of the data exported to text must not be moved (i.e., they must remain in the same sequence); and the file must be saved back to an ASCII text format in order for the import to be successful. Specifically, the **sequence of columns must not be moved** (i.e., their sequence must remain in the original sequence when the file was exported from EBS) **and, except for the column with the unit price, should not be edited**.

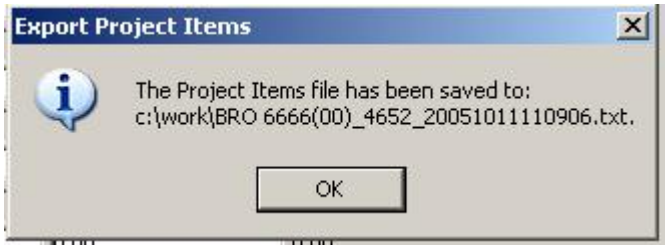
If using Excel, note that the information is in **tab-delimited** ASCII format.

To Export data, Open the project to be exported, select *Project* from the menu bar, and then *Export Project to Text File* from the drop-down menu (or clicking on the Export Project to Text File icon on the tool bar). A window similar to the following will be displayed. Click on *Cancel* to discontinue the export; otherwise, click on *Export* to continue the export process.



Once Export has been selected, the following information message box will be displayed. To continue, click *OK*; otherwise, click *Cancel* to discontinue the export process.

When the export is complete, the confirmation box below will be displayed.

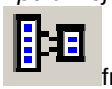


The Contractor can now open the text file using their spreadsheet program.

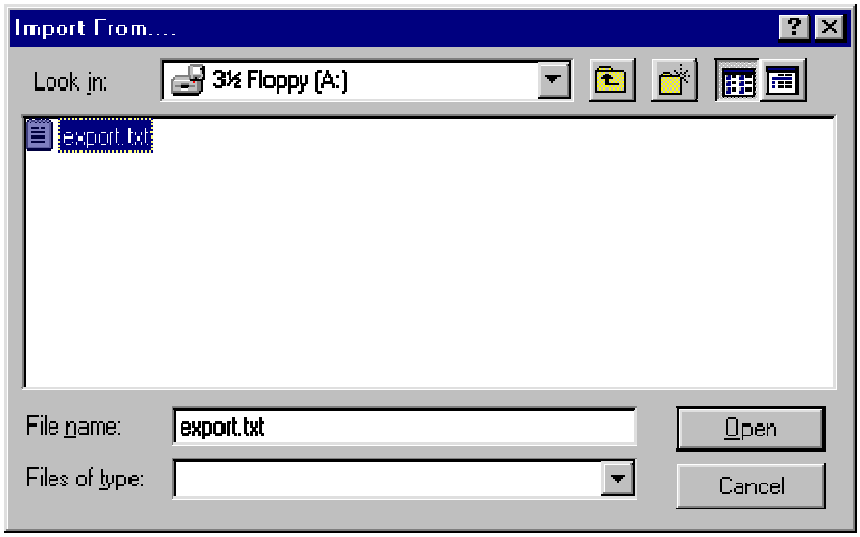
Import Project from Text File

After calculations have been made in a spreadsheet program that the Contractor has chosen to use, the unit bid prices can be imported into the Electronic Bid System. It is important to note that in the spreadsheet program **columns must not be moved** (i.e., their sequence must remain in the original sequence when the file was exported from EBS) and, except for column with unit prices, should not be edited.

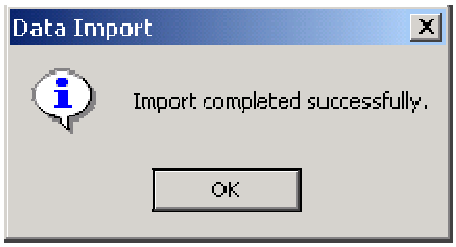
The information must be converted back to a text file with the same format as the exported file. If the file layouts are not the same, the import will not work.

To import data, choose *Project* from the menu bar, and then *Import Project from Text File* from the drop-down menu (or click on the Import Project form Text File icon  from the tool bar).

The **Import From …** dialog box, similar to the following, will be displayed. Select the source of the data, and click *Open* to continue the import process; otherwise click *Cancel* to discontinue the import.



If the import is successful, the following message will appear. Click '*OK*' to continue. If the import fails, a failure message will be displayed.



Deleting Projects

Deleting Projects

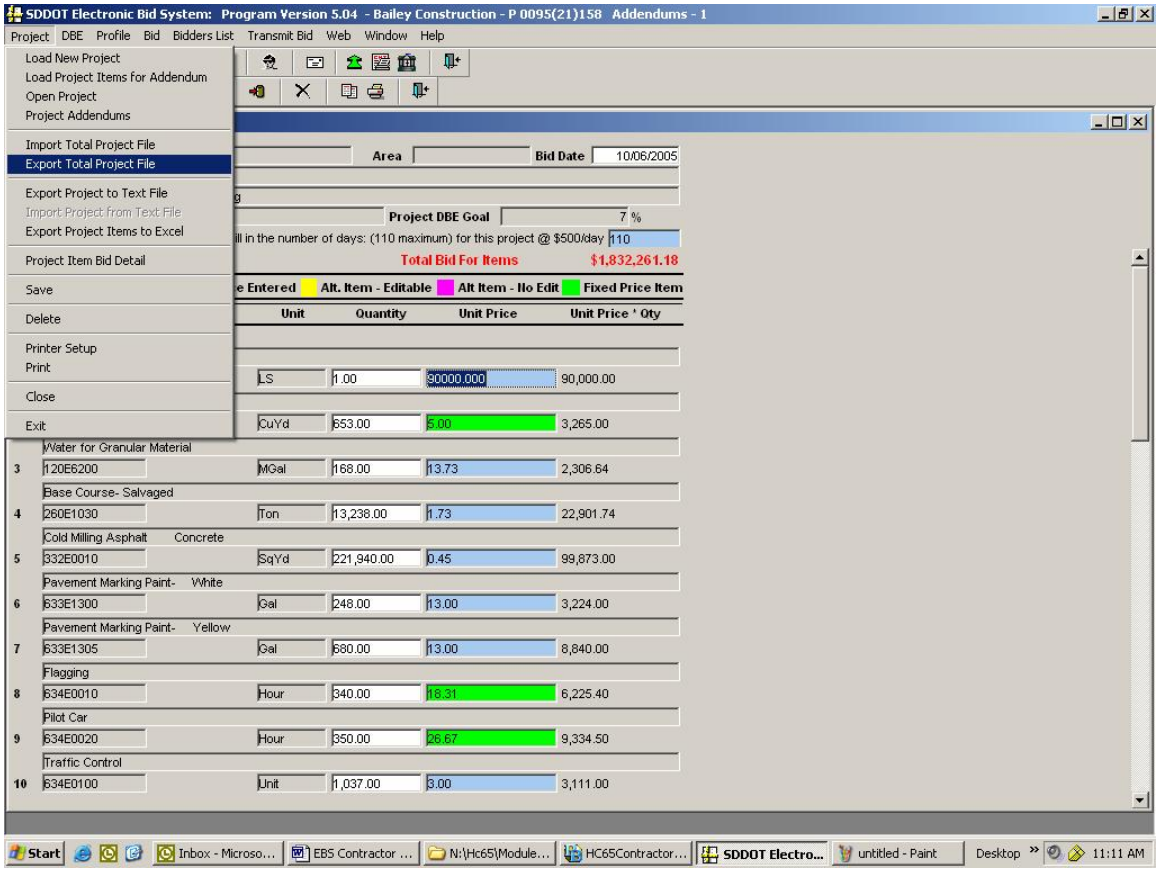
Once a bid opening has taken place and the project has been awarded, you may want to delete the project. Select the project to be deleted by either choosing the project from the list of projects in the *Open Project* window or selecting the current project in the *Project Item Bid Detail* window. Then choose *Project* from the menu bar and *Delete* from the drop-down menu (or click on the *Delete* icon on the tool bar).

After selecting Delete, a confirmation window, similar to below, will be displayed. To delete the project, either press enter or click *Yes*. Click *No* to cancel the deletion.

Import/Export Total Project File

Export Total Project File

Many contractors may want to have a parts of the bid for a project created on another machine. In order to allow the contractor to create the different parts on one machine and then connect it to the contract/project file that they will be bidding on, the Export Total Project File and Import Total Project File options were created. To export the Total Project, the contractor will need to select a project and open it. Then the contractor will then select the Project Menu option and within that, the Export Total Project File menu option. See example:


SDDOT Electronic Bid System: Program Version 5.04 - Bailey Construction - P 0095(21)158 Addendums - 1
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Load New Project
Load Project Items for Addendum
Open Project
Project Addendums
Import Total Project File
Export Total Project File
Export Project to Text File
Import Project from Text File
Export Project Items to Excel
Project Item Bid Detail
Save
Delete
Printer Setup
Print
Close
Exit
Area
Bid Date 10/06/2005
Project DBE Goal 7 %
Total Bid For Items $1,832,261.18
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Unit Quantity Unit Price Unit Price * Qty
LS 1.00 90000.000 90,000.00
CuYd 653.00 5.00 3,265.00
3 120E6200 Water for Granular Material MGal 168.00 13.73 2,306.64
4 260E1030 Base Course- Salvaged Ton 13,238.00 1.73 22,901.74
5 332E0010 Cold Milling Asphalt Concrete SqYd 221,940.00 0.45 99,873.00
6 633E1300 Pavement Marking Paint- White Gal 248.00 13.00 3,224.00
7 633E1305 Pavement Marking Paint- Yellow Gal 680.00 13.00 8,840.00
8 634E0010 Flagging Hour 340.00 18.31 6,225.40
9 634E0020 Pilot Car Hour 350.00 26.67 9,334.50
10 634E0100 Traffic Control Unit 1,037.00 3.00 3,111.00
Start
Inbox - Microso...
EBS Contractor ...
N:\Hc65\Module...
HC65Contractor...
SDDOT Electro...
untitled - Paint
Desktop
11:11 AM

To Export data, Open the project to be exported, select *Project* from the menu bar, and then *Export Total Project File* from the drop-down. A window similar to the following will be displayed. Click on *Cancel* to discontinue the export; otherwise, use the Browse button to find the folder in which you would like to export the file. Select the checkboxes of those items you would like to export, click on *Export* to continue the export process. (default folder is c:\work\)

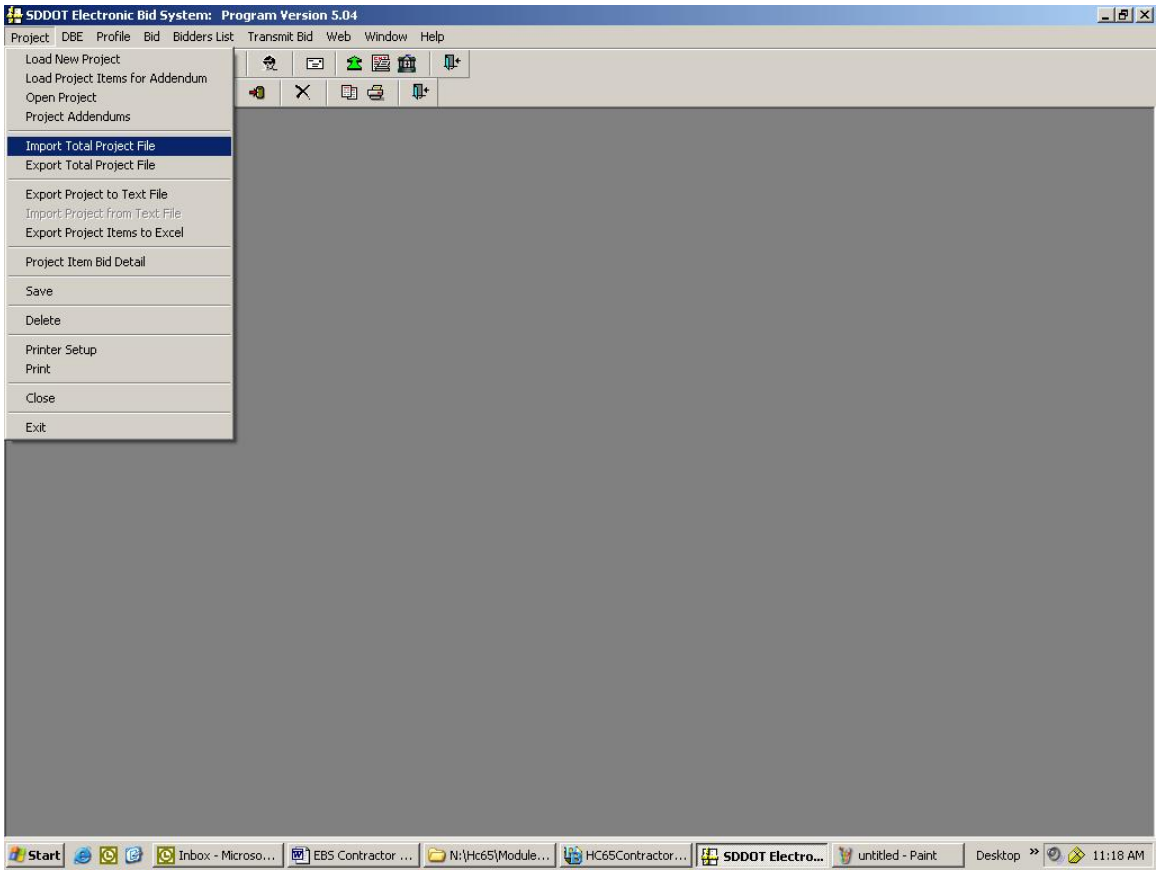
You will receive the following message (although the file name will change based on the project number).

This file can then be imported back into the Electronic Bid System (see the 'Import Total Project File' section) on another machine.

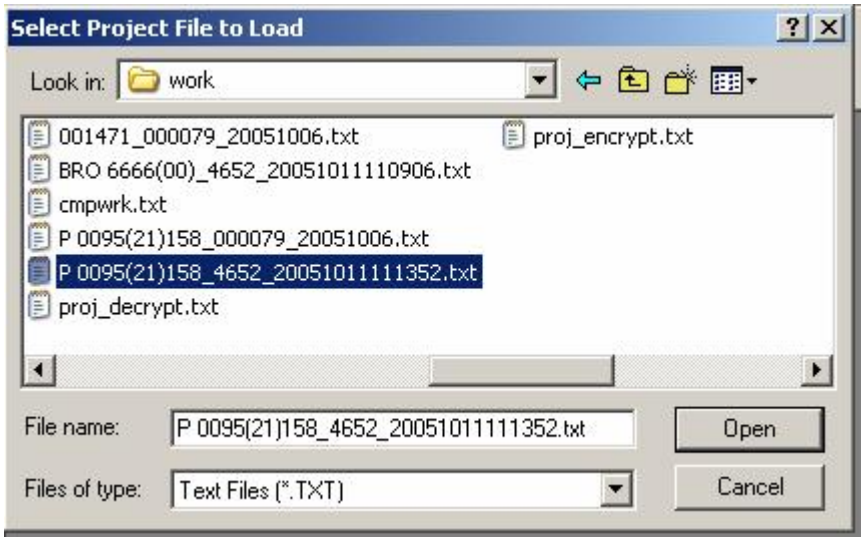
Import Total Project File

After the file for Total Project File has been exported on one machine, the contractor may import the Total Project File to another machine. The reason the contractor may want to do this is that one person may work on the different parts of a project on one machine , while another works on the estimate for bid on another machine. Instead of re-entering the information so all the information is on one machine, the contractor may choose to import the different parts.. After completion of the export Total Project File, the file may be imported into the EBS software on another machine. **Both machines will need to have the project file.** After moving the exported Total Project file to a folder (or disk) that may be shared by both machines, on the machine to import the file into the user may import the parts of the project.

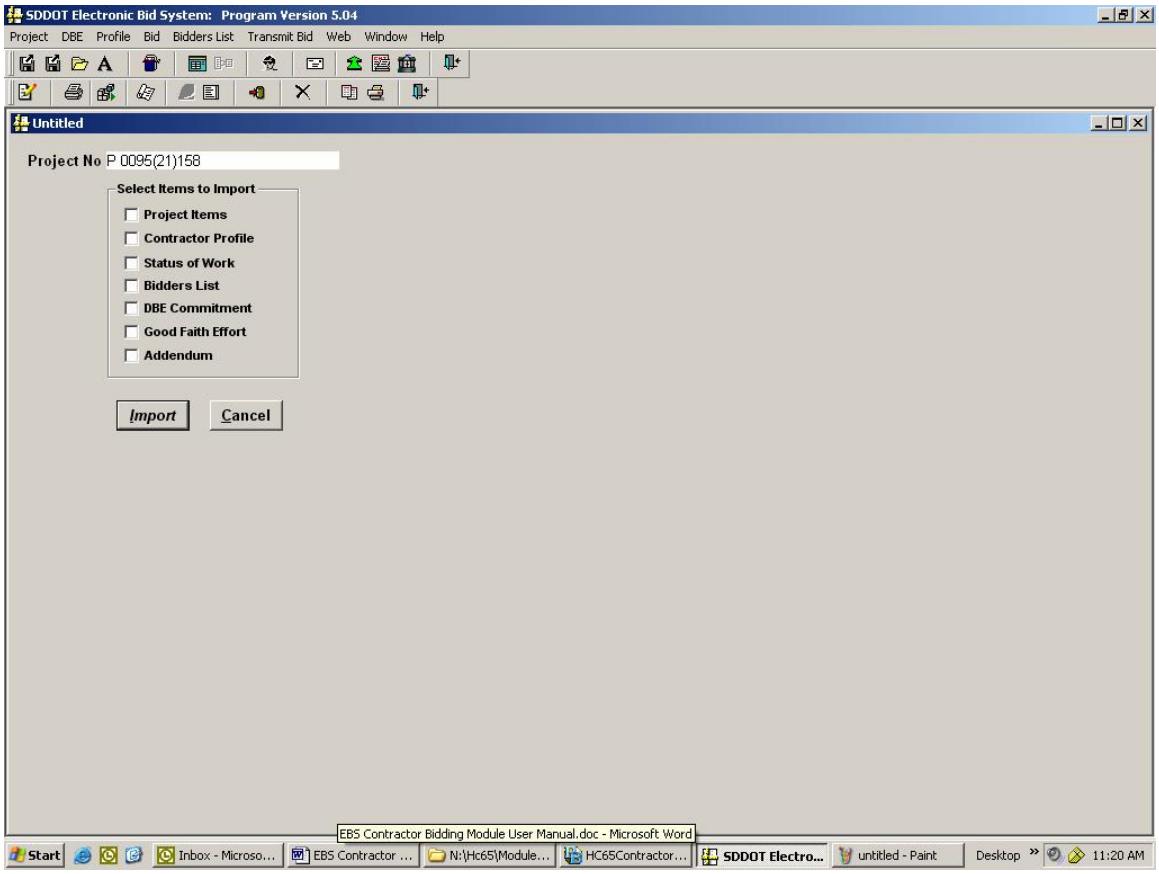
To import data, choose *Project* on the menu bar, and then *Import Total Project File* from the drop-down Menu.



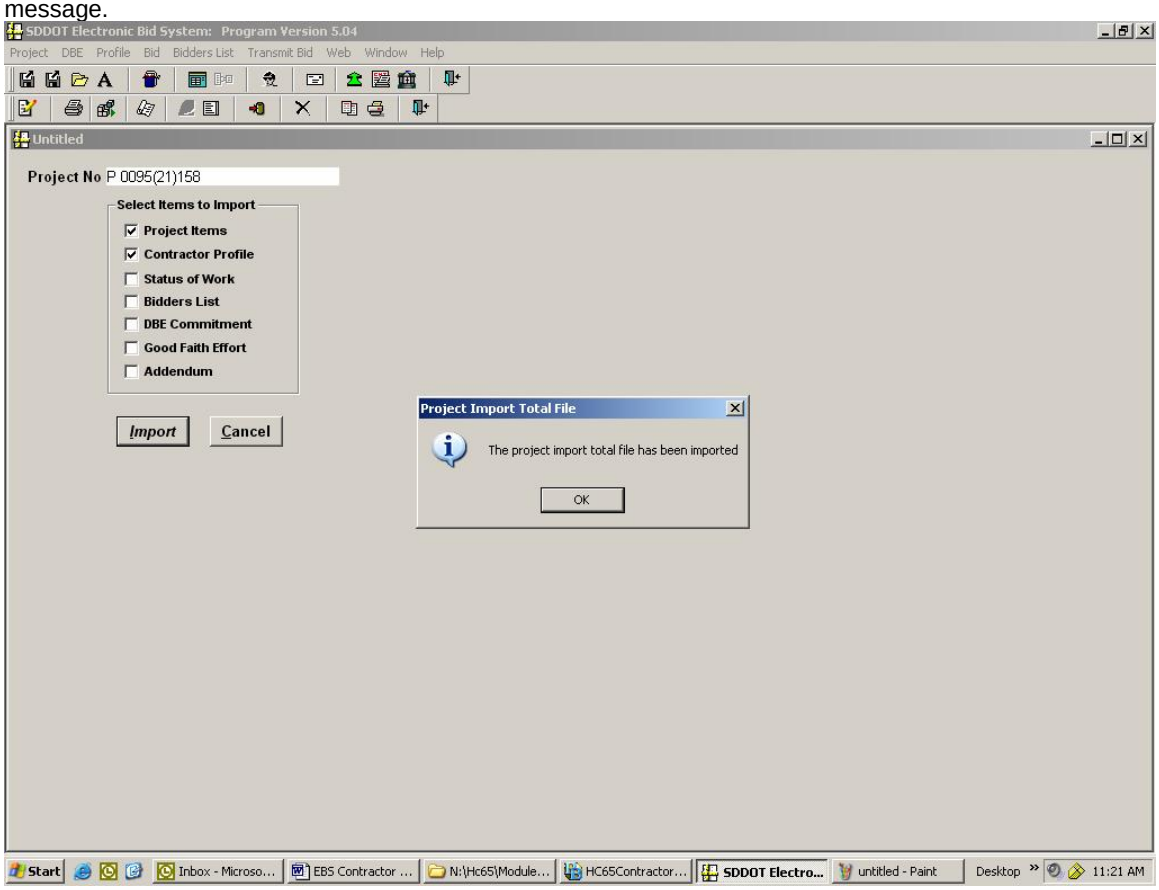
The **Import From …** dialog box, similar to the following, will be displayed. Select the source of the data, and click *Open* to continue the import process; otherwise click *Cancel* to discontinue the import.



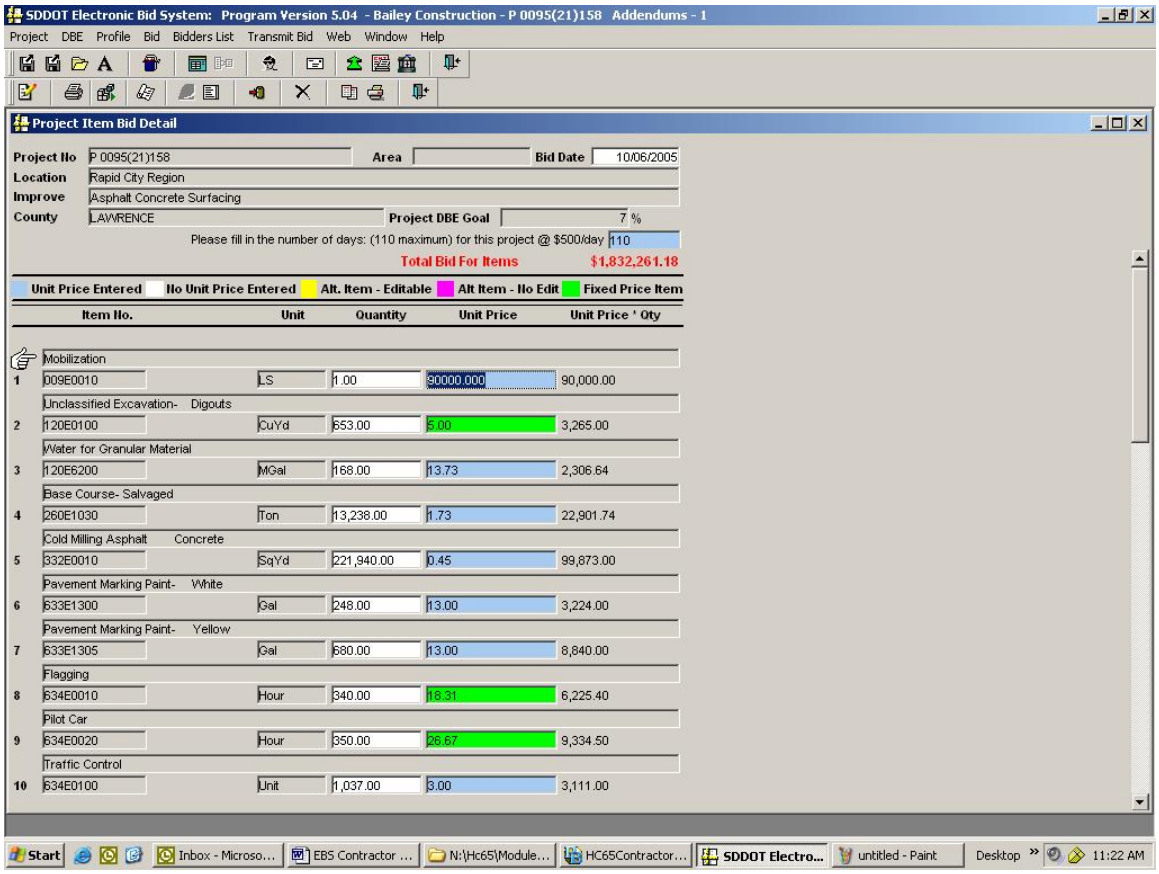
The contractor will see the following window. They can select which items to import. If the file has the selected items, the information will be imported. **It is important to remember that this machine must contain the project file itself.**



After selecting which items to import, click the Import button. The contractor will see the following message.



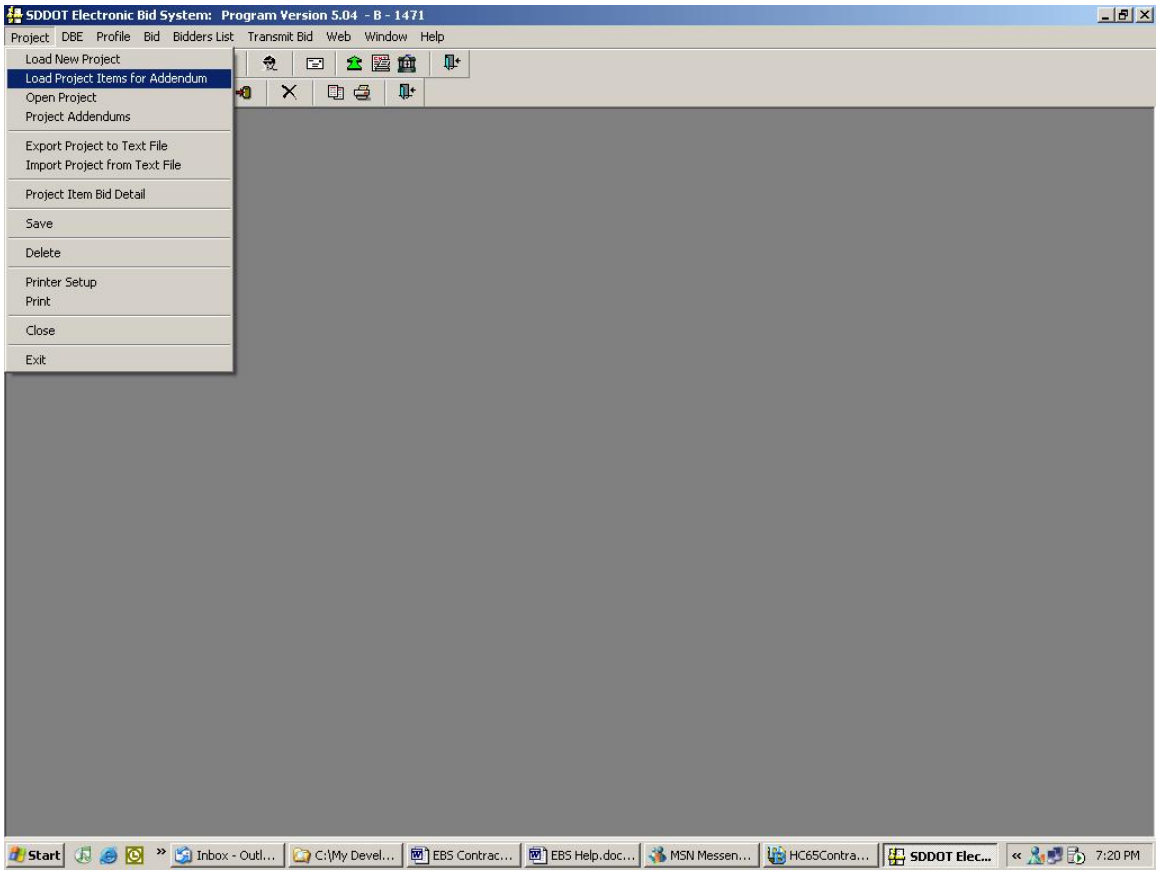
After clicking OK, the application will open to the newly imported project with the bid items showing.


SDDOT Electronic Bid System: Program Version 5.04 - Bailey Construction - P 0095(21)158 Addendums - 1
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No P 0095(21)158
Area
Bid Date 10/06/2005
Location Rapid City Region
Improve Asphalt Concrete Surfacing
County LAWRENCE
Project DBE Goal 7 %
Please fill in the number of days: (110 maximum) for this project @ $500/day 110
Total Bid For Items $1,832,261.18
Unit Price Entered
No Unit Price Entered
Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item
Item No. Unit Quantity Unit Price Unit Price * Qty
1 Mobilization 009E0010 LS 1.00 90000.000 90,000.00
2 Unclassified Excavation- Digouts 120E0100 CuYd 653.00 5.00 3,265.00
3 Water for Granular Material 120E6200 MGal 168.00 13.73 2,306.64
4 Base Course- Salvaged 260E1030 Ton 13,238.00 1.73 22,901.74
5 Cold Milling Asphalt Concrete 332E0010 SqYd 221,940.00 0.45 99,873.00
6 Pavement Marking Paint- White 633E1300 Gal 248.00 13.00 3,224.00
7 Pavement Marking Paint- Yellow 633E1305 Gal 680.00 13.00 8,840.00
8 Flagging 634E0010 Hour 340.00 18.31 6,225.40
9 Pilot Car 634E0020 Hour 350.00 26.67 9,334.50
10 Traffic Control 634E0100 Unit 1,037.00 3.00 3,111.00
Start
Inbox - Microso...
EBS Contractor ...
N:\Hc65\Module...
HC65Contractor...
SDDOT Electro...
untitled - Paint
Desktop
11:22 AM

Load Project Addendum File

Load Project Addendum File

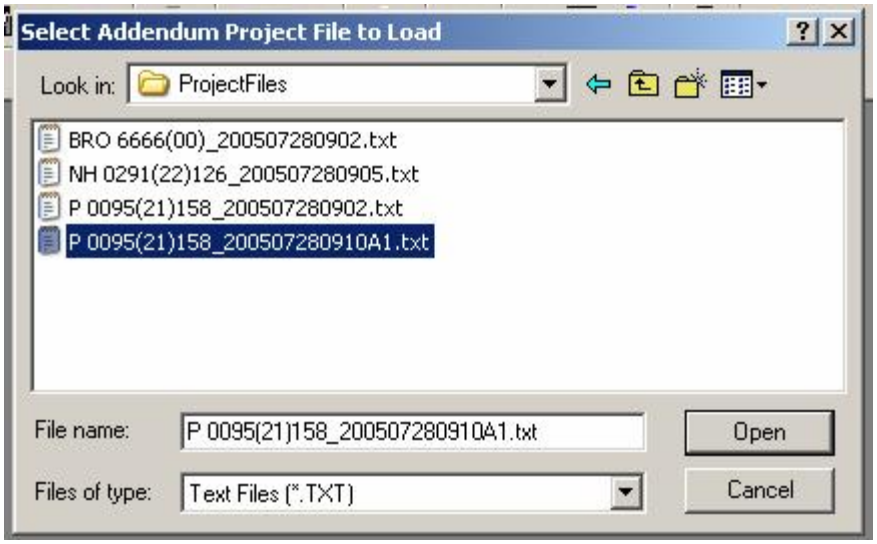
Project items may sometimes be added or deleted or quantities may change from the time the Notice to Contractors is given and the letting date of the project. If this occurs on a project that the contractor has already loaded into the system, they will need to re-load the project file. In this case, the contractor may not want to reload the project and potentially lose any unit prices they may have already loaded. This menu option will allow the contractor to download the new items and make changes to existing items without losing any previously entered unit prices for the project.



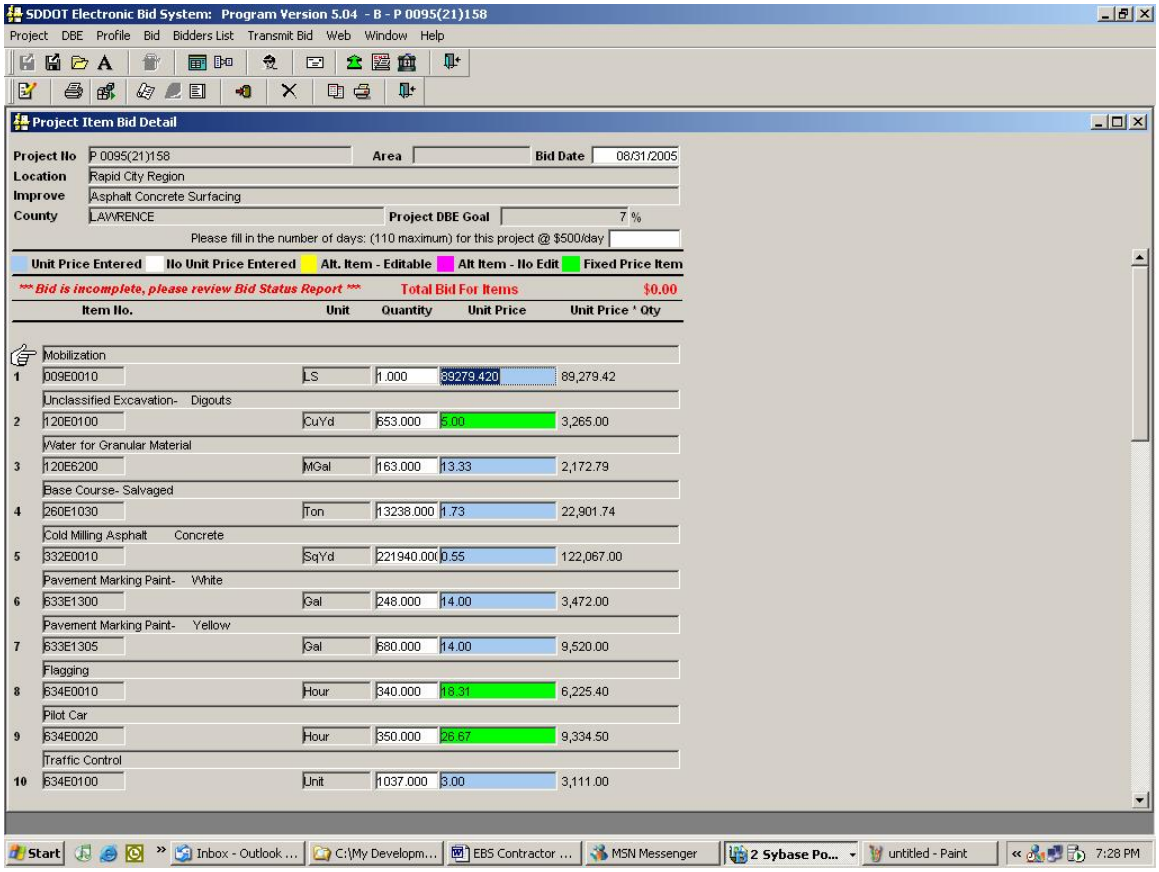
To Load a project addenda file, Open the project to be that has the addendum, select ***Project*** from the menu bar, and then Load Project Addendum Items from the drop-down. The contractor will receive a message similar to the following:

Click yes to close the project if you want to continue to load the addendum file. If you do not want to load the items at this time, click Cancel.

You will now see a file open dialog box. Select the file to load and click open.



The new project items will load into the software and open with the unit prices filled in. If your computer is connected to a printer, you will receive a printed copy of what items changed and how. For example, if an item quantity was changed, the report will say '120E6200' - Water for Granular Material – Quantity Change. If an item was added, it will give the same message with Item Added. A deleted item will give the message – Item Deleted. An example of the items after loading the file is:

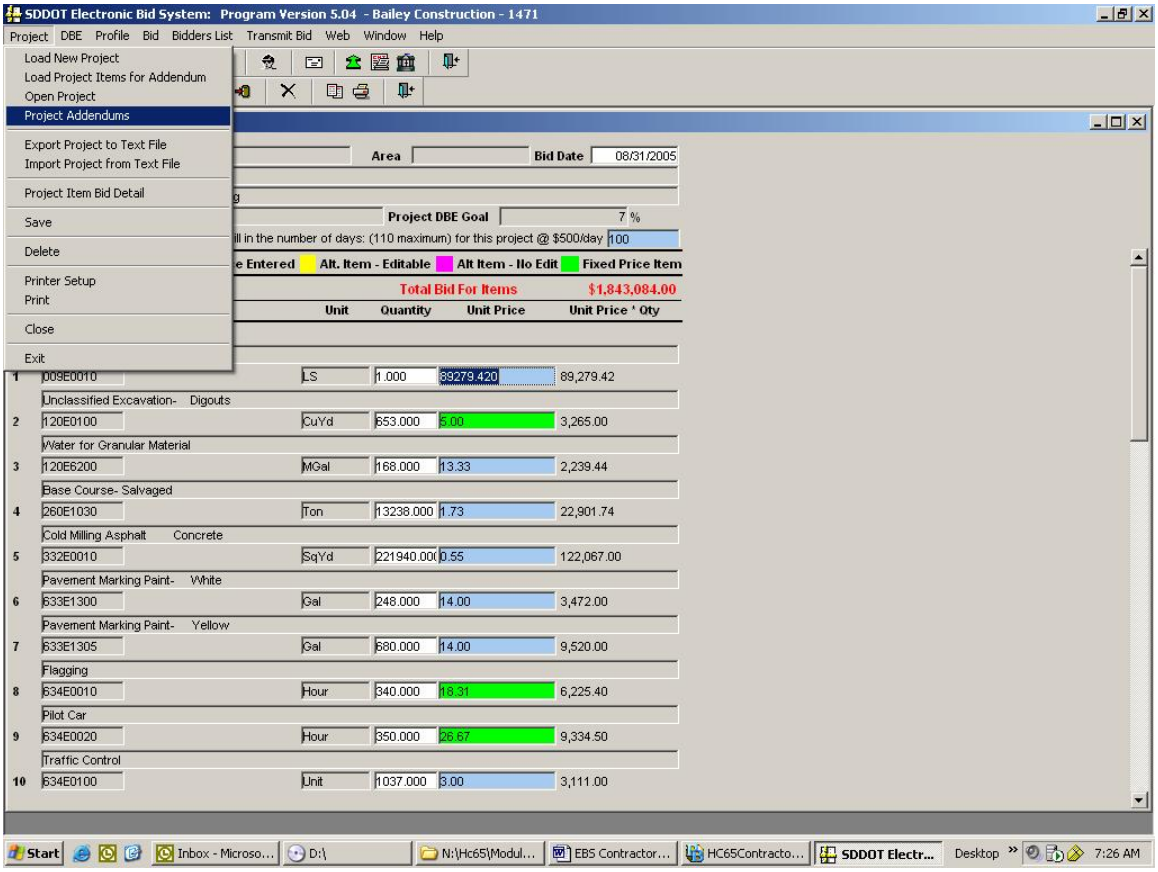

SDDOT Electronic Bid System: Program Version 5.04 - B - P 0095(21)158
Project DBE Profile Bid Bidders List Transmit Bid Web Window Help
Project Item Bid Detail
Project No P 0095(21)158 Area Bid Date 08/31/2005
Location Rapid City Region
Improve Asphalt Concrete Surfacing
County LAWRENCE Project DBE Goal 7 %
Please fill in the number of days: (110 maximum) for this project @ $500/day
Unit Price Entered No Unit Price Entered Alt. Item - Editable Alt Item - No Edit Fixed Price Item
*** Bid is incomplete, please review Bid Status Report *** Total Bid For Items $0.00
Item No. Unit Quantity Unit Price Unit Price * Qty
Mobilization
1 009E0010 LS 1.000 89279.420 89,279.42
Unclassified Excavation- Digouts
2 120E0100 CuYd 653.000 5.00 3,265.00
Water for Granular Material
3 120E6200 MGal 163.000 13.33 2,172.79
Base Course- Salvaged
4 260E1030 Ton 13238.000 1.73 22,901.74
Cold Milling Asphalt Concrete
5 332E0010 SqYd 221940.000 0.55 122,067.00
Pavement Marking Paint- White
6 633E1300 Gal 248.000 14.00 3,472.00
Pavement Marking Paint- Yellow
7 633E1305 Gal 680.000 14.00 9,520.00
Flagging
8 634E0010 Hour 340.000 18.31 6,225.40
Pilot Car
9 634E0020 Hour 350.000 26.67 9,334.50
Traffic Control
10 634E0100 Unit 1037.000 3.00 3,111.00
Start
Inbox - Outlook ...
C:\My Developm...
EBS Contractor ...
MSN Messenger
2 Sybase Po...
untitled - Paint
7:28 PM

You may then change your unit prices for those items that have changed.

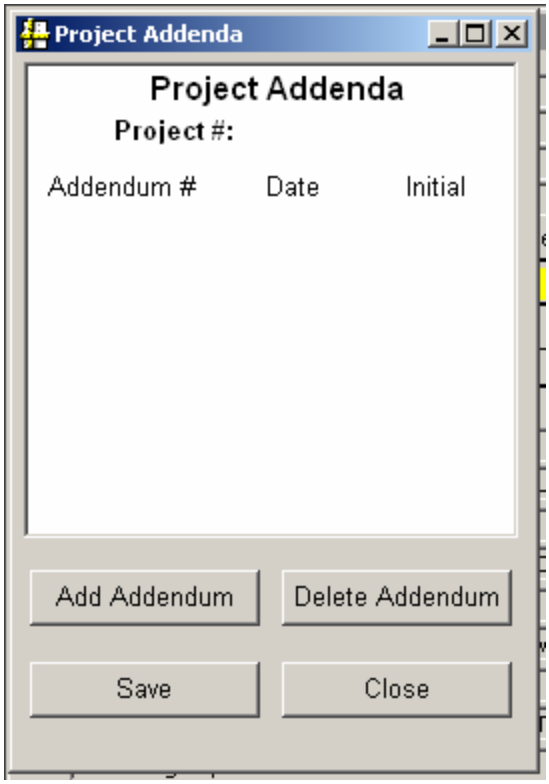
Project Addendum

Initial of Project Addendum

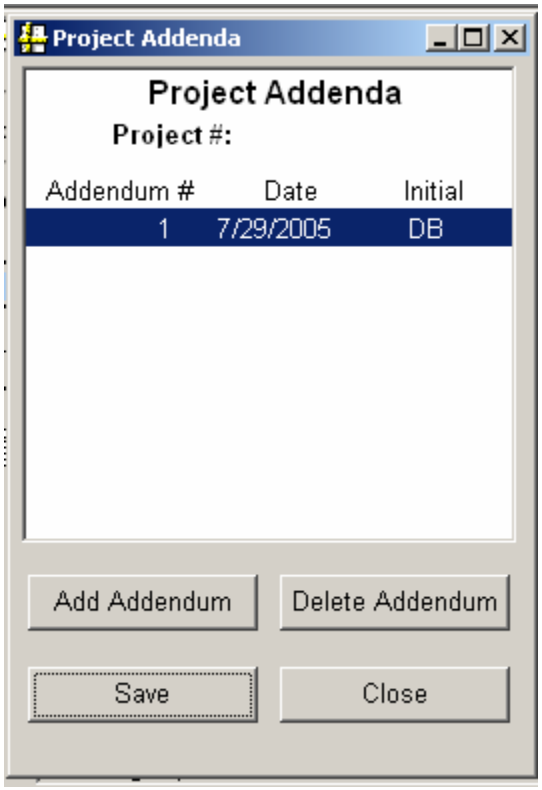
Once an addendum file is loaded, the contractor will need to initial the receipt of the addendum. This will be transmitted with the bid as proof of receipt of addendum. On the *Project* menu, select *Project Addendums*.



The following window will open:



Click ‘Add Addendum’. A line will be entered with the addendum number and current date. Enter your initials in the intial column and click Save.



The number of addendums from this screen will be transmitted with the bid.